

Casual Team Welcome Email

Subject: Welcome to the Team! ðŸŽ‰

Hey [Employee Name],

The whole team is super excited that you're joining us! We wanted to reach out and say welcome before your official start date.

We're a pretty laid-back group, but we work hard and support each other. Here are a few things to know about us:

We do coffee runs at 10 AM (your order is on us for the first week!)

Lunch crew usually heads out around 12:30 - you're always welcome to join

Friday afternoons we have casual team catch-ups

We have a shared playlist - add your favorite work tunes!

Don't stress about your first day. Everyone here remembers being the new person, and we've got your back. Your desk is right next to [Colleague Name], who's been with us for [time period] and knows everything about everything.

If you want to grab coffee before your official start to ask any questions or just chat, let me know.

Otherwise, see you on [Start Date]!

Cheers,

[Team Lead Name]

[Department]

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