Casual Welcome Email for New Employee

Subject: Welcome Aboard, [Employee Name]!

Hi [Employee Name],

Weâ€™re super excited to have you join the [Department/Team Name] family! Starting a new job can be a mix of nerves and excitement, but donâ€™t worryâ€”weâ€™re here to make sure you feel at home from day one.

Your first day is [Start Date], and weâ€™ll kick things off with a team breakfast at [Location]. Youâ€™ll also get a tour of the office, meet your teammates, and settle into your role. We believe youâ€™ll do great things here, and weâ€™re thrilled to see your journey unfold.

Welcome to the team!

Cheers,

[Manager/Team Lead]

Get more templates here: https://www.lettersandtemplates.com/letters/onboarding-welcome-letter