

## Department-focused formal welcome

Subject: Welcome to [Department Name]

Dear [Employee Name],

On behalf of the [Department Name], I would like to formally welcome you to our team. As our new [Job Title], you will play a vital role in achieving departmental goals and supporting company initiatives.

Your manager will provide you with a detailed schedule for your first week, including training and team introductions. Please do not hesitate to reach out if you need assistance or have questions.

Sincerely,

[Department Head Name]

[Department Name]

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