From: <Manager>

To: <New Hire>

Good <morning/afternoon/evening> on behalf of the team, I’d like to personally welcome you to <department> We are very interested in your development and success here at Butler University. I’d like to take the opportunity briefly tell you about myself, the team that you’ll be working with, and offer some thoughts on how I can help you make a smooth transition into your new role.

I have been the <title> at <department> since <date>. In this role I have <list accomplishments/positive changes>. [If employed elsewhere before Butler] Prior to joining Butler I was the <title> for the <company> where I was <list accomplishments/duties>. [If previously employed at Butler] In a previous role at Butler I was the <title> where I <list accomplishments/positive changes>.

This is an exciting time at Butler, specifically in <department> where we are working on a number of important projects and initiatives. A few of the projects we have in the works right now are <list ongoing projects>. You will be an integral part of these programs along with the rest of the team <list team members names>!

When it comes to your transition, we have established a formal onboarding program. I will work with you to ensure you have:

* An onboarding plan
* A job shadowing plan
* Early assignments to contribute
* Networking opportunities to connect you with peers who can help you navigate the transition

I’m 100% committed to helping you get onboard as quickly as possible.

We look forward to seeing you <date>! Please don’t hesitate to contact me with any questions and have a great <day/weekend>!

Sincerely,

<Name>