

# New Employee Welcome Letter Template

Dear [Employee's first name],

Welcome to FIU and the [department name] team! I am delighted you are joining us as a [new employee's job title]. Your role is critical in fulfilling the mission of our department and FIU.

The enclosed information is designed to serve as an introduction to [department name] and provide resources that will help you make a smooth transition into your new role.

The [department name] team is here to support your transition so, please know that you can call on any of us to assist you. We are looking forward to you joining our team and your success at FIU.

Sincerely,

[Manager's/Supervisor's Name]

[Manager/Supervisor Title]

\*Adapted from and used with permission from Jean Barbazette, *Successful New Employee Orientation* published by Pfeiffer & Associates, copyright Jean Barbazette, 1994 [www.thetrainingclinic.com](http://www.thetrainingclinic.com).

**FIU**  
*hr*



Organization Development and Learning