

## Subject Line: Welcome to our team



Dear [employee name],

Welcome to [company name]!

We're so thrilled you're going to be part of our team. We understand starting a new position and getting to know tons of new people can be overwhelming. To help you get a sense of who we are and everything we stand for, we've compiled a welcome package of company memories, stories, and successes for your browsing pleasure.

We can only hope all you see will get you as excited to join us as we are to welcome you!

- [Link to company photo album]
- [Link to team member biographies]
- [Link to about us page]
- [Link to press releases]
- [Link to mission/values page]
- [Link to leadership presentations]

Please feel free to email or message me on [communication tool] with any questions, concerns, or thoughts you have!

**We're all looking forward to making memories with you!**

[Sender's signature]

[Sender's contact information]

