

Subject Line: Greetings from your new favorite people



Dear [employee name],

Greetings from your new co-workers at [company name]!

We've heard a lot about you! We know you're amazing at [specific talent]. We know you have a [adjective] personality. We know we'll be impressed with your incredible [specific skills].

We thought it would only be fair to let you know a few things (a.k.a. secrets) about us.

3-5 things you want the new co-worker to know about your team, for example:

- We have a radical policy of acceptance and support. (So get ready to be your true self OR ELSE!)
- We share gratitude once a week.
- Wednesday = falafel day. (No exceptions)
- We eat together AT LEAST once a week.

We've invited you to join our [team channel/thread on company communication tool]. Feel free to jump into the conversation whenever you're ready.

Once again, welcome! We can't wait to get to know you.

[signatures of every team member]

