

Download Welcome Aboard Letter Sample New Employee

A welcome aboard letter serves to confirm the new employee's status and start date and lets them know that they are already an integral part of the team. Letters may include onboarding paperwork, either printed out, attached, or linked to in an email, for example. A new employee might receive a welcome aboard letter from his immediate manager, the department head, or a colleague. The letter can serve as an introduction to the people on the team, outline the company's expectations for the new employee, and express gratitude for this new team member's expected contributions. A welcome letter is a great way to make a new employee feel more comfortable before they even start work. These simple letters serve to welcome your new employee to your organization and give them any relevant information for a smooth start. They are generally emailed to the new employee by the employee's manager. What is a welcome aboard letter? A welcome aboard letter, or a new hire letter, is often a little less formal than an orientation letter or welcome letter. It's meant to get new employees excited about the job and their new colleagues, and relay information about the team they'll be working with. See our sample welcome aboard letter., Welcome Aboard Letter Sample New Employee.

Other Files :

[Welcome Aboard Letter Sample New Employee,](#)