

New Employee Introduction Letter

Dear Staff,

Introduce new employee. Mention position and first day.

Talk about employee background and experience.

List new employee's responsibilities, who they report to, and their department.

Thank you employees for their help in training new employee.

Regards,

Name of Department
Manager/Boss



Stay in touch with new employee between the time of the job offer and first day.



Send employee handbook, benefits information and content for employee orientation.



Give employee intranet or wiki, online handbook, and email before first day.



Provide access in advance to product if the website is not completely informative



Introduce Yourself To A New Team Sample

Yijin Wang



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