Sample New Employee Welcome from Supervisor

It is important that communication between the new employee and the organization is not broken between the time the offer is accepted and the start date. A personal call is a great way to welcome the new employee and let them know that the organization is happy to have them on board. Below are the 5 key elements that should be included in the communication with your employee.

**Greeting:** Good morning/afternoon (new employee name)

**Introduction:** My name is (supervisor/mentor’s name) and I work with (name of agency). I will be working directly with you in your new job.

**Welcome:** We are excited that you have decided to join our family here and I personally look forward to working with you.

**Assistance:** I am attaching information with directions on how to get to our office, parking etc. (email).Let me know if there is anything I can assist you or if you have a question I can answer prior to your start date.

**Contact Information:** You can reach me at (telephone number and/or email address).