

New Employee Welcome Letter Template

Dear _____,

Welcome to FIU and the _____ team! I am delighted you are joining us as a _____. Your role is critical in fulfilling the mission of our department and FIU.

The enclosed information is designed to serve as an introduction to _____ and provide resources that will help you make a smooth transition into your new role.

The _____ team is here to support your transition so, please know that you can call on any of us to assist you. We are looking forward to you joining our team and your success at FIU.

Sincerely,

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