

Sample Welcome Letter from Deputy Director

[Date]

[Courtesy Title] [First Name] [Last Name], [Title]
[Street Address]
[City], [STATE] [Zip Code]

Dear [Courtesy Title] [Last Name of Addressee]:

Welcome to the (department) team. We are delighted that you are joining us as a (new employee's classification) within the (center/office). Your role is critical in fulfilling our organization's mission to (department's mission).

As with any new position, there's always a learning curve when it comes to acclimating to our culture and certain organizational processes. In order to help you adjust, your supervisor will be working with you closely to ensure you are properly onboarded. In addition, because we are committed to your success, you will be assigned to an onboarding sponsor who will assist you in getting to know your new workplace as well as be an ongoing support resource.

In your first few weeks, you will meet many coworkers, supervisors, and managers. Feel free to let them know what you need to be successful in your new position.

I am confident that there will be plenty of opportunity for you to learn and grow in your position and that you have made the right choice in selecting the (department and center/office) as your employer.

Sincerely,

[First Name] [Last Name], [Title]
[Center/Office]