

Sample Welcome Email

This message should be sent to new hires after they have signed their offer letter. This message should be sent by the individuals manager.

“Dear [Employee's Name],

On behalf of the entire team here at Upstate, I want to extend a warm welcome to you! We're delighted to have you join us as [position title].

Your skills and experience will undoubtedly make a significant impact on our team and contribute to our ongoing success. We believe that your unique perspective and talents will be invaluable as we continue to deliver exceptional care to our patients.

Once again, welcome aboard! We're excited to embark on this journey with you and look forward to achieving great things together.

Best regards,

[Your Name]

[Your Position]

[Contact Information]”