## Sample Welcome to Team Letter

Dear new team member (or name),

I'd like to personally welcome you to the team. It's an exciting time for (Organization's name) as we continue to grow; we strive to remain as adaptable, motivated and responsive to our new employees as we are to our customers. We pride ourselves on being insert appropriate adjectives, such as "customer-focused", "relevant" or "open to new ideas"). We're glad to have you on board!

Our organization is confronting a time of many changes and we're meeting these changes during a time of larger nation-wide and global change. The world of (Organization's specialty field) is an exciting area in which to work, and we'll continue working to ensure our (organization) remains on the cutting edge.

I'd like to give you an idea of what you can expect and what we hope to achieve. (Here you can include a schedule of orientation, a training guide, a company philosophy or whatever you'd like new employees to know. Keep this section to a few paragraphs at most).

We're continuously transforming the way we operate to continuously improve our ability to (insert goal), (insert goal) and (insert goal). Our employees and partners have continued to meet the challenges of our field and to excel despite setbacks. We are very proud of where we are today and excited about where we are headed.

Before I finish, I'd just like you to know that you, as part of our team, are our most important and greatest asset. We could not accomplish what we do every day without our employees. I'm very pleased to welcome you to (organization name) and look forward to working with you!

Signature

Name of organization leader (or whoever the letter is coming from)

Title of leader

Organization name

# **Welcome Letter From Team Mom**

**Ensheng Dong** 

**Welcome Letter From Team Mom:** 

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