

Download Welcome New Colleague Email

Welcome letters give new employees clues about what to expect on their first day, from what to wear to who they'll meet with. Overall, the letter serves to make a new employee feel comfortable and excited for their first day on the job. This is a new employee announcement email template you can use to inform your employees about a new hire. A member of the HR team or the hiring manager can send this email to introduce the newest member to all current employees. Colleague definition is - an associate or coworker typically in a profession or in a civil or ecclesiastical office and often of similar rank or state : a fellow worker or professional. How to use colleague in a sentence. Did You Know? Birthday Wishes and Messages for Your Colleague: When it comes to office birthdays, it is sometimes hard to know what to give your colleagues. You want to be thoughtful, but you also want to stay within the rules of the office place and be professional. A card is always a nice gesture. If you want [...]