**Supervisor Welcome Email Templates**

**Send to:** New Employee

**Timing:** Within 1–2 week of new employee’s start date

**Purpose:** Share basic information about day 1 and the new work environment

**Instructions:** Enter information in bracket areas. Recommended items to attach:

* Department organizational chart
* 1–2-week schedule (if available). For help getting a schedule started, please check out the [Onboarding Schedule Template [docx]](https://www.cmu.edu/hr/service-center/assets/onboarding-schedule-template.docx).
* Any other department related items to assist them before their first day.

## IN-PERSON, MONDAY START

**Subject:** Welcoming to [Division/Department Name] at CMU!

**Email Body:**

Dear [new employee’s first name],

We are truly excited you will be joining our team soon. I wanted to share some helpful information as you plan for your initial days in your new position in the [division/department name] at Carnegie Mellon University.

First, if you haven’t already, you will receive information about obtaining an Andrew ID and attending the weekly Onboarding Session via separate emails from IT help and the HR Employee Services team. Please let me know if you have not received these details by the Thursday prior to your start date.

For your first day on [Enter Date], here are some logistic details:

* **Onboarding Session/I-9 Appointment**: HR Employee Services hosts virtual onboarding sessions the first business day of every week for new and rehired faculty and staff. These sessions provide information on time sensitive onboarding tasks, parking/transportation, payroll and benefits along with where to find important resources for new employees.
* **Workspace Location**: Our building name is [building name] and our street address is [street address]. Here is the link to various [campus maps](https://www.cmu.edu/visit/maps-parking-transportation.html).
* **Lunch**: For lunch, [enter details about their first lunchtime on the job, e.g., should they bring their own lunch, will you or other members of the team be taking them to lunch, etc.]. CMU offers several [on-campus dining options](https://apps.studentaffairs.cmu.edu/dining/conceptinfo/?page=listConcepts).
* **Commute Options**: Commute options to campus will be reviewed during the Onboarding Session. You can also see the options on the [Transportation Services](https://www.cmu.edu/transportation/index.html) website.
* **Attire**: Our team typically dresses in business casual attire.
* **Smoking**: Smoking is prohibited on campus except in [designated areas [pdf]](https://www.cmu.edu/ehs/Workplace-Construction/documents/Final%20CMU%20Smoking%20Locations.pdf).
* [Add any other important info about first day]

I am preparing a schedule for your first [enter amount of time for which you are preparing an agenda/schedule, e.g., first days, first week, first two weeks, etc.] and will send it in advance of your first day. [If the agenda is prepared, it is suggested to attach it; text will need to be adjusted accordingly.]

To help [the department/your teammates] become acquainted with you, we would like to share information about your new role and some bio information via an email announcement. Would you please send me 1–2 paragraphs that describe your work experiences, educational background, and any personal activities you enjoy when not working or other personal information you wish to share? I appreciate you sending me the brief bio at your earliest convenience and will copy you on the announcement email that is sent.

I look forward to seeing you on your first day at CMU! Meanwhile, please let me know if you have any questions.

Best regards,

[Your first name and contact information]

## REMOTE, MONDAY START

**Subject:** Welcoming to [Division/Department Name] at CMU!

**Email Body:**

Dear [new employee’s first name],

We are truly excited you will be joining our team soon. I wanted to share some helpful information as you plan for your initial days in your new position in the [division/department name] at Carnegie Mellon University.

First, if you haven’t already, you will receive information about obtaining an Andrew ID and attending the weekly Onboarding Session via separate emails from IT help and the HR Employee Services teams. Please let me know if you have not received these details by the Thursday prior to your start date.

For your first day on [Enter Date], here are some logistic details:

* **Onboarding Session**: HR Employee Services hosts virtual onboarding sessions the first business day of every week for new and rehired faculty and staff. These sessions provide information on time sensitive onboarding tasks, parking/transportation, payroll and benefits along with where to find important resources for new employees.
* **Lunch**: Plan to take a break for lunch before the onboarding session [adapt this if they are not benefits eligible and are only attending the first hour of the session, which starts at 1 p.m. ET]
* **Attire**: Our team typically dresses in business casual attire.
* **Team Introductions:** A Zoom call is scheduled for [time] to introduce you to other members of the team.
* **Schedule Overview:** We will meet on-on-one at [time] via Zoom to review your onboarding schedule.
* [Add any other important info about first day.]

I am preparing a schedule for your first [enter amount of time for which you are preparing an agenda/schedule; e.g., first days, first week, first two weeks, etc.] and will send it in advance of your first day. [If the agenda is prepared, it is suggested to attach it; text will need to be adjusted accordingly.]

To help [the department/your teammates] become acquainted with you, we would like to share information about your new role and some bio information via an email announcement. Would you please send me 1–2 paragraphs that describe your work experiences, educational background, and any personal activities you enjoy when not working or other personal information you wish to share? I appreciate you sending me the brief bio at your earliest convenience and will copy you on the announcement email that is sent.

I look forward to seeing you on your first day at CMU! Meanwhile, please let me know if you have any questions.

Best regards,

[Your first name and contact information]

## IN-PERSON, TUESDAY-FRIDAY START

**Subject:** Welcoming to [Division/Department Name] at CMU!

**Email Body:**

Dear [new employee’s first name],

We are truly excited you will be joining our team soon. I wanted to share some helpful information as you plan for your initial days in your new position in the [division/department name] at Carnegie Mellon University.

First, if you haven’t already, you will receive information about obtaining an Andrew ID and attending the weekly Onboarding Session via separate emails from IT help and the HR Employee Services teams. Please let me know if you have not received these details by the Thursday prior to your start date.

For your first day in your new workplace on [Enter Date], here are some logistic details:

* **Arrival time**: Please plan to arrive by [specify the desired time].
* **Location**: Our building name is [building name] and our street address is [street address]. Here is the link to various [campus maps](https://www.cmu.edu/visit/maps-parking-transportation.html). [Team member name] will meet you [specify where in the building] and will take you to your work space.
* **Commute Options**: Commute options to campus will be reviewed during the Onboarding Session. You can also see the options on the [Transportation Services](https://www.cmu.edu/transportation/index.html) website.
* **Attire**: Our team typically dresses in business casual attire.
* **Lunch**: For lunch, [enter details about their first lunchtime on the job; e.g., should they bring their own lunch, will you or other members of the team be taking them to lunch, etc.]. CMU offers several [on-campus dining options](https://apps.studentaffairs.cmu.edu/dining/conceptinfo/?page=listConcepts).
* **Smoking**: Smoking is prohibited on campus except in [designated areas [pdf]](https://www.cmu.edu/ehs/Workplace-Construction/documents/Final%20CMU%20Smoking%20Locations.pdf).
* [Add any other important info about first day]

I am preparing a schedule for your first [enter amount of time for which you are preparing an agenda/schedule; e.g., first days, first week, first two weeks, etc.] and will send it in advance of your first day. [If the agenda is prepared, it is suggested to attach it; text will need to be adjusted accordingly.]

To help [the department/your teammates] become acquainted with you, we would like to share information about your new role and some bio information via an email announcement. Would you please send me 1–2 paragraphs that describe your work experiences, educational background, and any personal activities you enjoy when not working or other personal information you wish to share? I appreciate you sending me the brief bio at your earliest convenience and will copy you on the announcement email that is sent.

I look forward to seeing you on your first day at CMU! Meanwhile, please let me know if you have any questions.

Best regards,

[Your first name and contact information]

## REMOTE, TUESDAY-FRIDAY START

**Subject:** Welcoming to [Division/Department Name] at CMU!

**Email Body:**

Dear [new employee’s first name],

We are truly excited you will be joining our team soon. I wanted to share some helpful information as you plan for your initial days in your new position in the [division/department name] at Carnegie Mellon University.

First, if you haven’t already, you will receive information about obtaining an Andrew ID and attending the weekly Onboarding Session via separate emails from IT help and the HR Employee Services teams. Please let me know if you have not received these details by the Thursday prior to your start date.

For your first day on [Enter Date], here are some logistic details:

* **Start Time**: Please plan to log on at [time]
* **Team Introductions:** A Zoom call is scheduled for [time] to introduce you to other members of the team
* **Schedule Overview:** We will meet on-on-one at [time] via Zoom to review your onboarding schedule
* **Attire**: Our team typically dresses in business casual attire
* [Add any other important info about first day]

I am preparing a schedule for your first [enter amount of time for which you are preparing an agenda/schedule; e.g., first days, first week, first two weeks, etc.] and will send it in advance of your first day. [If the agenda is prepared, it is suggested to attach it; text will need to be adjusted accordingly.]

To help [the department/your teammates] become acquainted with you, we would like to share your brief bio information. Would you please send me no more than two paragraphs that describe your work experiences, educational background, and any personal activities you enjoy when not working or other personal information you wish to share? I appreciate you sending me the brief bio at your earliest convenience and will copy you on the announcement email that is sent.

I look forward to seeing you on your first day at CMU! Meanwhile, please let me know if you have any questions.

Best regards,

[Your first name and contact information]