

Welcome Email to New Staff Member (EnglishClub.com)

To: "Adrienne Moore" <amoore@kcelectronics.com>
Cc: All Staff
From: "Jackie Morris" <jmorris@kcelectronics.com>
Subject: Welcome to our Team!

Dear Adrienne,

Welcome to our Team!

It is a pleasure to welcome you to the staff of KC Electronics. We are excited to have you join our team, and we hope that you will enjoy working with our company.

On the first Monday of each month we hold a special staff lunch to welcome any new employees. Please be sure to come next week to meet all of our senior staff and any other new staff members who have joined us this month. Alice Peters will e-mail you with further details.

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office line at 340-2222.

Warm regards,
Jackie

Jackie Morris, Sales Manager
jmorris@kcelectronics.com
Tel: 340-2222

Some useful vocabulary: pleasure, welcome, senior staff, do not hesitate, reach me