

Welcome Letter for Your New Employee

Importance of a Welcome Message from the Leader

An employee's onboarding experience is critical and can set the employee up for success in their new role.

One of the first elements of a high-quality onboarding experience is the welcome message – A communication that sets the tone for the employee's relationship with the company.

Welcoming Your New Employee

Your new employee will have access to a My Info Onboarding site which contains a default leader welcome message. The message welcomes the employee and directs them to review what is on the website and to complete a few tasks.

Default Welcome Message from Leader:

Welcome to the team!

We are excited about your decision to join the company. Complete the following tasks in advance of your start date to ensure a smooth transition and to learn more about your new company and team. If you have been assigned an employee as Your Connection on the team tab, feel free to contact the employee for any questions about your new role.

We are looking forward to having you on the team!

While the default message welcomes the employee and gives them information, you have the opportunity to customize the message for higher impact. You have the option to customize the welcome message, introduce team members, and assign a connection (i.e. onboarding buddy).

The next page will give you information on how to customize your welcome message to your new employee and provides you with a sample template.

Customizing the Welcome Message

An employee welcome message is the substantive interaction a new hire will have with SoCalGas.

At this point, your interactions should convey your excitement and your investment in the new hire's success.

A few kind and enthusiastic words can positively impact how someone starts their new job. To be effective, it needs to have an intention behind it.

A great welcome message should be:

- Welcoming
- Informative
- Thoughtful
- Helpful

Below is a template that you can use to help craft your personal welcome message to your new team member.

Customizable Message Template

Hi *(Employee name)*, welcome to SoCalGas!

We are thrilled to have someone with your *(list talents, strengths, experience)* on our team. We know you're going to do amazing things as a *(role)*, and we can't wait to see you in action.

We hope you're as excited as we are about your first day on *(date)*. You'll spend the day meeting the team, setting up your workspace, asking questions, getting a tour of the office, and going to lunch with us. You'll also meet with me to discuss your role a little more in depth.

Be sure to take some time navigating this site as it contains valuable information about our company and your team.

We're looking forward to getting to know you better! Please don't hesitate to email me at *(email address)*, or call me at *(phone number)*, if I can answer any questions or support you in any way.

Sincerely,

(leader name)

To customize the welcome message and introduce the team,
go to My Info -> Team -> New Hires.