



Executive Branch Onboarding Procedure

Template Staff Notification from Manager/Supervisor

[THIS DOCUMENT SHOULD SERVE ONLY AS A SAMPLE COMMUNICATION. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD, OR PASTE THE BODY OF THE MESSAGE INTO AN EMAIL COMMUNICATION. ADJUST AS NECESSARY TO ACCOMMODATE THE NEEDS OF THE AGENCY. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.]

Attention [STAFF IN EMPLOYEE'S WORK AREA]:

I'm pleased to announce that [EMPLOYEE NAME] will be joining us as a [JOB TITLE] within the [SPECIFIC WORK AREA] on [START DATE]. [EMPLOYEE NAME] will be responsible for [JOB RESPONSIBILITIES].

Most recently, [EMPLOYEE NAME] worked at [RELEVANT PRIOR WORK EXPERIENCE].

I look forward to introducing [EMPLOYEE NAME] once [HE/SHE] arrives and appreciate you joining me in providing a warm welcome.

Thank you,

[MANAGER/SUPERVISOR NAME]