

# 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. The digital colleague is here... say hello to your new co-worker The chatbot is evolving. Welcome the digital colleague. But, what's the difference and why the big deal? 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. Seen and Heard. What made you want to look up colleague? Please tell us where you read or heard it (including the quote, if possible).