

KNOWLEDGE RETENTION & TRANSFER (KRT) MODEL



ONBOARDING: WELCOME TO POST EMAIL

We recommend a supervisor, team or office lead to send an introductory email to incoming staff. Emails may include your name and title, brief introduction to the members of your team, including a look book and/or staff directory to facilitate actions associated with the transition. We recommend including any orientation folder(s) or documents.

Below is the email template:

Dear [name],

Welcome to our team/office at [insert organization name]! Thank you again for your commitment to serve with us in this critical role. We are looking forward to having you join this amazing team/office.

I want to introduce you to our team/office. They will help you with administrative tasks and answer any questions associated with the transition and onboarding process:

List the following information for all relevant points of contact:

[Name, title, and the role this person will play with the transition.]

Please find our in-brief resources folder, which contains orientation materials and a handover memo. Below is a list of resources in the folder with descriptions:

If you have any questions, please contact [insert POC name] at [insert email address, phone number].

Closing remark,
[insert POC name]