Sample email to new starters

Below is a sample email to consider when developing onboarding content in your new starter email. You do not need to use all of the information below. Pick and choose what is relevant to your agency.

### Subject: The expectation we have of our staff

Welcome to our agency and congratulations on your new role.

It is an exciting time to be in the WA public sector and our agency as we work together to build our leadership impact to be an innovative and future fit sector.

To help us reach these goals we are implementing a different approach to leadership, moving away from leadership based on hierarchy and level.

We view everyone as a leader because leadership is demonstrated in the way we behave, how we do our work and how we take action.

This practical, action oriented approach is detailed in [**Leadership Expectations**](https://www.wa.gov.au/government/publications/leadership-expectations). It describes what “good’ leadership looks like and the expected behaviours and associated mindsets you need to be successful in your role.

Each position at our agency is linked with a context in Leadership Expectations ranging from Personal Leadership to State Leader.

Your role as <insert role title> has been identified within the <insert name of context> context of Leadership Expectations. Go to <insert link to applicable context for role> to familiarise yourself with the following:

* how the context adds value to the agency and sector
* how to be a leader
* how a leader’s time should be spent
* how a leader contributes to those working with them.

We will get more information and support for your leadership journey from your manager and others once you start.

Once again, welcome and I look forward to your contribution to our agency and how we deliver our vital services to the public of Western Australia.

Chief Executive Officer