

Departmental Tour Request

Date: [Insert Date]

To: [Supervisor's Name]

Department: [Department Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a departmental tour for our new employee, [Employee's Name], who has recently joined us as [Employee's Position]. The purpose of this tour is to help them get acquainted with our department, understand our operations, and meet the team members.

Proposed Date for the Tour: [Insert Proposed Date]

Duration: [Insert Duration]

I believe that this tour will be beneficial for [Employee's Name] to facilitate smoother onboarding and enhance their understanding of our department's functions.

Thank you for considering this request. I look forward to your approval.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]