



Korean Ladder Study Note

첫 출근 / 잘 부탁드립니다

새 직장 첫날 인사와 예절

Level	Topic	Focus
A2 · Elementary TOPIK 2	Culture Business Norms	첫 출근 / 잘 부탁드립니다 새 직장 첫날 인사와 예절

Study Links

Open this lesson on Korean Ladder

<https://www.koreanladder.com/lesson.html?id=KOR-A2-CULTURE-BIZ-001>

Watch the full video on YouTube

<https://www.youtube.com/watch?v=isQYyfuLt0>

Visit [koreanladder.com](https://www.koreanladder.com) for all free lessons

<https://www.koreanladder.com>

Core Idea

Here's my nervous first-day question. If I enter a Korean office, is 안녕하세요 enough, or is there a phrase people expect?

좋은 질문이에요. 한국 회사 첫날에는 보통 짧게 자기소개를 하고, 마지막에 잘 부탁드립니다라고 말해요.

In this setting, 잘 부탁드립니다 is not a literal request for a favor. It means, I hope we work well together, and please guide me kindly.

So it is social and respectful, not like asking someone to do my work for me.

Conversation Snapshot

Speaker	Korean	Meaning
Hana	안녕하세요. 오늘부터 우리 팀에 함께하게 된 김하나입니다. —	Hello. I'm Kim Hana, joining this team starting today.



Speaker	Korean	Meaning
Junho	반갑습니다. 저는 준호입니다. 잘 오셨어요. —	Nice to meet you. I'm Junho. Welcome.
Hana	처음이라 많이 부족하지만 열심히 배우겠습니다. 잘 부탁드립니다. —	Since it's my first time, I have a lot to learn, but I'll work hard. I look forward to working with you.
Junho	네, 앞으로 같이 잘해 봅시다. —	Yes, let's do well together from here on.

Vocabulary & Useful Expressions

Word	Meaning	Example
잘 부탁드립니다 jal butakdeurimnida	I look forward to working with you	좋은 질문이에요. 한국 회사 첫날에는 보통 짧게 자기소개를 하고, 마지막에 잘 부탁드립니다라고 말해요.
짧게, 공손하게, 겸손하게 jjalpge, gongsonhage, gyeomsonhage	briefly, politely, humbly	This matters because a first day greeting should be polite, brief, and humble. You do not need a long speech.
입니다 imnida	am / is, formal polite	입니다 is formal polite. On a first day, 입니다 is safer than 이에요 or 예요 for a company introduction.
상사에게 먼저 인사해요 sangsa-ege meonjeo insahaeyo	Greet your senior or manager first	그리고 인사 순서도 중요해요. Usually greet your manager or the person guiding you first, then greet the team briefly.
가볍게 목례하고 인사해요 gabyeopge mongnyehago insahaeyo	Give a light bow and greet them	If someone introduces you to the group, wait, step forward slightly, give a small bow, and say your short introduction.
가볍게 목례해요 gabyeopge mongnyehaeyo	Give a light bow	네. 보통은 가볍게 목례해요. In English, a light nod or small bow. Match the office atmosphere.
조금 일찍 도착해요 jogeum iljjik dochakhaeyo	Arrive a little early	Arrival etiquette is simple. Come a little early, find the person who contacted you, and avoid sitting anywhere until you are guided.
첫 출근한 cheot chulgeunhan	새 직장 첫날 인사와 예절	좋습니다. One pronunciation point: 첫 출근한 links smoothly. Say 첫 출근한 as one phrase, not as three separate blocks.



Grammar / Structure Notes

잘 부탁드립니다

잘 부탁드립니다 — I look forward to working with you

Polite, humble phrase for first workplace greetings

잘 부탁드립니다

잘 부탁드립니다 — I look forward to working with you

Formal and safe with a new team

안녕하세요. 저는 ____입니다. 잘 부탁드립니다.

안녕하세요. 저는 ____입니다. 잘 부탁드립니다. — Hello. I am _____. I look forward to working with you.

Put your name, role, or team in the blank

짧게, 공손하게, 겸손하게

짧게, 공손하게, 겸손하게 — briefly, politely, humbly

First-day workplace tone

안녕하세요. 오늘부터 마케팅팀에서 일하게 된 김민지입니다. 잘 부탁드립니다.

안녕하세요. + 오늘부터 + 마케팅팀 + 에서 + 일하 + 게 된 + 김민지 + 입니다. + 잘 + 부탁드립니다 + 니다. — Hello. I'm Kim Minji, and I'll be working in the marketing team starting today. I look forward to working with you.

먼저 자연스러운 예문을 들어 보세요. 안녕하세요. 오늘부터 마케팅팀에서 일하게 된 김민지입니다. 잘 부탁드립니다.

Pronunciation Loop

Phrase	How to practice
오늘 첫 출근한 아바입니다. 잘 부탁드립니다.	oneul cheot chulgeunhan Aba-imnida. jal butakdeurimnida.
첫 출근한	cheot chulgeunhan
잘 부탁드립니다.	jal butakdeurimnida.

Self-Check

- 1 Say 첫 출근 / 잘 부탁드립니다 three times: slow, natural, then inside a short sentence.
- 2 Write one original sentence that was not in the video.
- 3 Rewatch the YouTube lesson and pause when the same pattern appears.

Related / Subsequent Studies



Lesson	Why study it next	Link
명함 주고받기 Exchanging Business Cards the Korean Way	B2 Culture: compare 명함 주고받기 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-B2-CULTURE-BIZ-002
보고와 결재 상사에게 일을 보고하고 승인받는 방식	C1 Culture: compare 보고와 결재 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-C1-CULTURE-BIZ-002
비즈니스 이메일 예절 수신·참조부터 'OOO 드림'까지	B2 Culture: compare 비즈니스 이메일 예절 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-B2-CULTURE-BIZ-001
수고하셨습니다 / 회식 Korean Workplace Norms	C1 Culture: compare 수고하셨습니다 / 회식 with this lesson so the boundary becomes clearer.	Open lesson https://www.koreanladder.com/lesson.html?id=KOR-C1-CULTURE-BIZ-001

My Notes

Your ladder to fluent Korean. This PDF, the website, and the video lessons are free for personal study.