

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to officially welcome you to our team as a part-time [Job Title].

We are excited to have you join us and look forward to your contributions. As discussed, your start date will be [Start Date]. Your agreed-upon schedule will be [Days/Hours per week], reporting to [Manager Name].

On your first day, please bring the following items:

- Identification for employment eligibility (I-9 form)
- Direct deposit information
- [Additional Item]

Our team is here to support you as you get settled. If you have any questions before your start date, please feel free to reach out to [Contact Person] at [Phone Number/Email].

We are glad to have you with us and look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]