

[Date]

[Employee Name]

[Address Line 1]

[Address Line 2]

Dear [Employee Name],

On behalf of [Company Name], I am pleased to officially welcome you to the team. We are excited to have you join us as our new [Job Title] in the [Department Name] department.

Your start date is scheduled for [Start Date] at [Start Time]. Upon your arrival, please report to [Location/Reception Desk] and ask for [Contact Person Name].

During your first day, you will participate in an orientation session where we will cover:

- Company policies and culture
- Completion of remaining employment paperwork
- Introduction to your team and workspace
- An overview of your initial tasks and training schedule

Please remember to bring [List of Documents, e.g., ID for I-9, bank details] on your first day to ensure a smooth onboarding process.

We are confident that your skills and experience will be a great asset to our organization. If you have any questions prior to your start date, please feel free to contact me at [Phone Number] or [Email Address].

Welcome to the team!

Best regards,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]