

[Date]

Dear [Employee Name],

Welcome to the [Department Name] team at [Company Name]! We are excited to have you join us as a [Job Title].

Your expertise and contribution will be a valuable asset to our department. As a part-time member of the team, your standard schedule will be [Days of the week] from [Start Time] to [End Time].

On your first day, please report to [Location/Office Number] at [Time]. You will meet with [Manager/Mentor Name], who will guide you through your initial orientation and introduce you to the rest of the staff.

In the meantime, if you have any questions regarding your onboarding or necessary documentation, please contact [Contact Person] at [Email Address/Phone Number].

We look forward to working with you and wish you great success in your new role.

Best regards,

[Your Name]

[Your Title]

[Department Name]