

Subject: Welcome to [Company Name] - [Employee Name]

Dear [Employee Name],

Welcome to the team! We are excited to have you join [Company Name] as a Part-Time [Job Title]. Your expertise will be a great addition to our [Department Name] department.

Your first day will be [Start Date]. Please find the details for your first shift below:

- **Start Time:** [Start Time]
- **Reporting To:** [Manager Name]
- **Location/Link:** [Office Address or Virtual Meeting Link]

As a part-time team member, your regular schedule will be [Schedule Details, e.g., Monday, Wednesday, Friday]. On your first day, we will go over your onboarding checklist, introduce you to the team, and set up your workstations.

Please remember to bring [List of Documents, e.g., ID for I-9, Signed Contract] with you on your first day.

If you have any questions before you start, please feel free to reach out to [Contact Person] at [Email/Phone Number].

We look forward to working with you!

Best regards,

[Your Name]
[Your Title]
[Company Name]