

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Dear [Employee Name],

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

We selected you for this role because of your skills and experience, and we are confident that you will be a valuable asset to the [Department Name] department. Our goal is to ensure that your transition into the company is smooth and that you have everything you need to succeed.

Your orientation is scheduled for [Date] at [Time]. During this time, we will go over company policies, complete necessary paperwork, and introduce you to your colleagues. Please report to [Location/Reception Desk] upon arrival.

If you have any questions before your start date, please feel free to contact me directly at [Phone Number] or [Email Address].

We look forward to working with you and seeing your contributions to our collective success.

Welcome aboard!

Sincerely,

[HR Manager Signature]

[HR Manager Name]  
Human Resources Manager  
[Company Name]