

[Date]

[Executive Name]

[Home Address or Email Address]

Dear [Executive Name],

Welcome to [Company Name]. We are thrilled to have you join our executive leadership team as [Job Title]. Your expertise and vision will be instrumental in driving our strategic goals forward.

To ensure a seamless transition, your onboarding and orientation program will begin on [Start Date] at [Time]. Please find the details for your first week below:

- **Arrival Location:** [Office Address or Virtual Link]
- **Meeting With:** [Name/Title of Contact Person]
- **Agenda Highlights:** Strategy briefings, team introductions, and operational overviews.

Attached to this email, you will find your preliminary orientation schedule and a digital welcome packet containing essential company policies and organizational charts.

Your dedicated executive assistant, [Assistant Name], will reach out shortly to coordinate your technology setup and handle any immediate logistical needs. Should you have any questions before your start date, please contact [Name/HR Department] at [Phone Number/Email].

We look forward to your leadership and the impact you will make at [Company Name].

Sincerely,

[Name]

[Title/CEO]

[Company Name]