

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Dear [Executive Name],

On behalf of the entire team at [Company Name], it is a pleasure to officially welcome you as our new [Executive Job Title]. We are thrilled to have a leader with your experience and vision joining our executive leadership team.

Your start date is scheduled for [Start Date]. On your first day, please arrive at [Time] and check in with [Contact Person/Security].

In preparation for your arrival, please find a brief overview of your onboarding schedule:

- **9:00 AM:** Welcome meeting with the CEO and Executive Board.
- **10:30 AM:** HR orientation and benefits review.
- **12:00 PM:** Executive luncheon with Department Heads.
- **2:00 PM:** IT setup and administrative briefing.

Our Human Resources team is here to support your transition. If you have any questions regarding your compensation package, relocation details, or required documentation prior to your start date, please contact [HR Contact Name] at [Phone Number] or [Email Address].

We look forward to the impact your leadership will bring to [Company Name] and look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Company Name]