

Dear [Employee Name],

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

As we discussed, your role follows a hybrid work model. Below are the details for your first day and your ongoing schedule:

Start Date: [Date]

Start Time: [Time]

First Day Location: [In-office Address or Virtual Link]

Your Hybrid Schedule:

- **In-Office Days:** [e.g., Tuesday, Wednesday, Thursday]
- **Remote Days:** [e.g., Monday, Friday]
- **Office Location:** [Office Address/Desk Number]

Equipment and Setup:

To ensure you are set up for success in both environments, you will receive [List Equipment, e.g., laptop, monitor, headset]. [Instructions for pickup or shipping].

Onboarding Highlights:

- [Time] - Technology Setup and System Logins
- [Time] - Team Introduction Meeting
- [Time] - Departmental Overview with [Manager Name]

If you have any questions before your start date, please reach out to [Contact Name] at [Email/Phone Number].

We look forward to working with you!

Best regards,

[Your Name]

[Your Title]

[Company Name]