

Subject: Welcome to the team, [Employee Name]!

Dear [Employee Name],

Welcome to [Company Name]! I am thrilled to have you join [Department/Team Name] as our new [Job Title]. We are excited to have your skills and perspective on board.

As we work in a hybrid environment, I want to share a few details to help you get started:

Your First Day:

Date: [Start Date]

Location: [In-office address or Virtual meeting link]

Time: [Start Time]

Hybrid Schedule:

Currently, our team spends [Number] days in the office ([Specific days, e.g., Tuesday/Thursday]) and the remaining days working remotely. We will discuss this further during your orientation to ensure you have everything you need for both setups.

Initial Tools:

You will receive your login credentials via [email/text] shortly. We primarily use [Slack/Teams] for daily communication and [Zoom/Google Meet] for our video check-ins.

I have scheduled a 1:1 meeting for us on [Day/Time] to go over your initial projects and answer any questions you may have. In the meantime, feel free to reach out via email if you need anything before your start date.

We are looking forward to working with you!

Best regards,

[Manager Name]

[Title]

[Company Name]