

Date: [Insert Date]

To: [Employee Name]

Subject: Welcome to [Company Name]!

Dear [Employee Name],

We are thrilled to officially welcome you to [Company Name] as our new [Job Title]. We are excited to have you join the [Department Name] team.

As this is a hybrid role, your workspace will be a blend of remote and in-office environments. Below are the details for your first day:

### **First Day Details:**

- **Date:** [Start Date]
- **Start Time:** [Start Time]
- **Location:** [Office Address / Virtual Meeting Link]
- **Reporting to:** [Manager Name]

### **Your Hybrid Schedule:**

Per your agreement, your standard schedule will be:

- **In-Office Days:** [Days of the week]
- **Remote Days:** [Days of the week]

### **Onboarding Agenda:**

During your first week, we will focus on:

- HR paperwork and benefits orientation.
- Setting up your home office equipment and IT access.
- Introduction to our communication tools (Slack, Teams, etc.).
- Virtual and in-person team introductions.

### **Action Items:**

Please complete the following before your start date:

1. Review and sign the attached digital documents.
2. Provide your shipping address for equipment delivery (if applicable).
3. Prepare a form of identification for I-9/employment verification.

If you have any questions before you begin, please reach out to [HR Contact Name] at [Email Address].

We look forward to working with you!

Best regards,

[Your Name]

[Your Title]

[Company Name]