

Subject: Welcome to the Team - [Employee Name]

Dear [Employee Name],

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

As we work in a hybrid environment, we want to ensure you feel connected to the team whether you are in the office or working remotely. Your first day will be [Start Date].

Your Hybrid Schedule:

- **In-Office Days:** [Days of the week]
- **Remote Days:** [Days of the week]
- **Office Location:** [Address/Desk Number]

What to Expect on Your First Day:

- **Morning:** Virtual or in-person orientation with HR.
- **Lunch:** A team welcome lunch (Location: [Online/Meeting Room]).
- **Afternoon:** IT setup and initial 1-on-1 with your manager, [Manager Name].

Communication Tools:

We primarily use [Slack/Teams] for daily communication and [Zoom/Google Meet] for video calls. You will receive invites to all recurring team meetings shortly.

If you have any questions before your start date, please feel free to reach out to [Contact Person] at [Email Address].

We look forward to meeting you and seeing the great contributions you will make!

Best regards,

[Your Name]
[Your Title]
[Company Name]