

Welcome to [Company Name]!

Dear [New Hire Name],

We are thrilled to have you join the [Department Name] team as our new [Job Title]. We look forward to your first day on [Start Date].

First Day Schedule

- **Arrival Time:** [Start Time]
- **Location:** [Office Address / Remote Link]
- **Main Contact:** [Manager/Buddy Name]

What to Bring

- Identification for employment verification (e.g., Passport or Driver's License).
- Your signed employment contract (if not already submitted).
- [Additional Item, e.g., Laptop, Notepad].

What to Expect

On your first day, you will:

1. Complete your HR orientation and paperwork.
2. Receive your office equipment and software access.
3. Have a team lunch at [Time].
4. Begin your initial department training.

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

Welcome aboard,

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