

[Date]

Dear [Staff Name],

Welcome to [Company Name]! We are pleased to have you join our team as a [Job Title] for this short-term assignment.

Your contract is scheduled from [Start Date] to [End Date]. During this time, your primary focus will be [Brief Description of Key Project/Task]. We believe your skills will be a valuable asset to our current objectives.

To help you get started, please note the following details for your first day:

- **Reporting Time:** [Start Time]
- **Supervisor:** [Manager Name]
- **Location:** [Office Address/Department or Remote Link]

On your arrival, you will receive a brief orientation and the necessary tools to perform your role. If you have any questions regarding your documentation or workspace before then, please contact [HR/Department Contact Name] at [Email/Phone Number].

We look forward to working with you and hope you find your time with us productive and rewarding.

Best regards,

[Your Name]

[Your Title]

[Company Name]