

Subject: Welcome to the Recruitment Team - [Company Name]

Dear [Consultant Name],

Welcome to [Company Name]! We are pleased to have you join us as a Freelance Recruitment Consultant.

We are impressed with your expertise in the [Industry Name] sector and look forward to your help in finding top talent for our open positions. Your primary point of contact will be [Manager Name], who will oversee your assignments and provide the necessary support.

To help you get started, please find the following documents attached to this email:

- The Freelance Service Agreement
- Current Job Descriptions and Hiring Profiles
- Our Company Culture and Brand Guidelines
- Details regarding the commission structure and invoicing process

We would like to schedule a brief introductory call on [Date] at [Time] to discuss our immediate hiring priorities and answer any questions you may have.

We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Title]

[Company Name]