

Dear [Consultant Name],

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

We look forward to leveraging your expertise to enhance our organizational structure and talent management strategies. Your primary objectives for this engagement will include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

To help you get started, please find the following information:

Reporting Manager: [Manager Name]

Project Start Date: [Date]

Communication Tools: [e.g., Slack, Zoom, Email]

Attached to this email, you will find our internal briefing documents and the schedule for our initial kick-off meeting. Please ensure all onboarding paperwork is signed and returned via our portal.

We are excited to see the impact of your strategic insights on our team. If you have any questions before your start date, please reach out to [Contact Person] at [Email Address].

Best regards,

[Your Name]

[Your Title]

[Company Name]