

[Current Date]

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team and represent our growing community.

Our organization prides itself on a culture of inclusion, respect, and diverse perspectives. To help you transition smoothly, we have prepared a cultural integration program designed to introduce you to our core values, communication styles, and workplace traditions.

During your first week, you will be paired with a "Culture Buddy," [Buddy Name], who will help navigate our office environment and introduce you to your colleagues. We have also scheduled an orientation session on [Date/Time] to discuss our mission and how we celebrate different backgrounds within the workplace.

We encourage you to share your unique experiences with us. Your voice is a vital part of what makes our company thrive. If you have any questions regarding our policies or local customs, please do not hesitate to reach out to the Human Resources department.

We look forward to your contributions and are excited to see you grow with us.

Warm regards,

[Your Name]

[Your Title]

[Company Name]