Date: [Insert Date]

Dear [Employee Name],

Welcome to [Company Name]!

We are thrilled to have you join us on your first day. As we begin our journey together following the recent integration, we want to ensure you feel supported, informed, and empowered to succeed in your new role.

Your First Day Schedule:

- [Time]: Welcome Coffee and Team Introduction
- [Time]: IT Setup and Systems Access
- [Time]: Integration Overview Presentation
- [Time]: Team Lunch
- [Time]: Departmental Training

Key Contacts:

- Direct Manager: [Name] - [Email/Phone]
- Onboarding Buddy: [Name] - [Email/Phone]
- HR Support: [Name/Department] - [Email/Phone]

Initial Goals:

During your first week, your primary focus will be getting to know your colleagues, understanding our combined company culture, and familiarizing yourself with our integrated workflows and tools.

We understand that transitions can bring many questions. Please do not hesitate to reach out to your manager or the HR team at any time. We are committed to making this integration a positive experience for everyone.

Welcome aboard! We look forward to achieving great things together.

Best regards,

[Sender Name]
[Sender Title]
[Company Name]