[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team and contribute your unique talents and perspective to our community.

Our organization prides itself on a culture of inclusivity, collaboration, and mutual respect. We understand that starting a new role involves adjusting to a new environment, and we are committed to supporting your smooth integration into our company culture.

To help you get started, we have arranged the following cultural integration resources:

- **Culture Buddy:** You have been paired with [Buddy Name], who will help introduce you to our team traditions and daily workflows.
- **Orientation Session:** On [Date] at [Time], we will hold a session covering our core values and mission.
- **Resource Groups:** You are invited to join our internal community groups to connect with colleagues who share similar interests or backgrounds.

We encourage you to bring your authentic self to work every day. Your diverse background is an asset to our team, and we look forward to the fresh insights you will bring to our projects.

If you have any questions or need specific support during your transition, please do not hesitate to reach out to [Contact Name/Department].

Welcome aboard!

Sincerely,

[Your Name]
[Your Title]
[Company Name]