Dear [Director Name],

Welcome to [Company Name]! We are thrilled to have you join us as our new Human Resources Director. Your expertise will be vital in shaping our culture and managing our most important asset: our people.

Your start date is scheduled for [Date] at [Time]. Please report to [Location/Office Address] and ask for [Contact Person Name].

**Your First Week Schedule:**

- **Day 1:** Company orientation, IT setup, and meeting the executive leadership team.
- **Day 2:** HR department overview and introduction to the current HR team.
- **Day 3:** Review of current policies, payroll systems, and recruitment pipelines.
- **Day 4:** Deep dive into strategic goals and organizational charts.
- **Day 5:** Q&A session with the CEO regarding long-term talent strategy.

**What to Bring:**

- Identification for employment eligibility (I-9 documentation).
- Voided check for direct deposit setup.
- Signed copies of your employment agreement.

We have prepared your workspace and look forward to your leadership in driving our HR initiatives forward. If you have any questions before your start date, please reach out to [Contact Name] at [Phone/Email].

Welcome to the team!

Best regards,

[Name]
[Title]
[Company Name]