[Date]

Dear [Employee Name],

# Welcome to [Company Name]!

We are thrilled to officially welcome you to the team as our new [Job Title]. We were very impressed with your skills and experience, and we are confident that you will be a valuable asset to our organization.

Your first day will be [Start Date]. Please arrive at [Time] and report to [Location/Receptionist Name].

On your first day, we have planned an orientation session which includes:

- A tour of the office
- Introduction to your team members
- Setting up your workstation and IT access
- Reviewing company policies and benefits

Please remember to bring [list of documents, e.g., ID, signed contract, bank details] for your onboarding paperwork.

If you have any questions before your start date, please feel free to contact [Manager/HR Name] at [Phone Number] or [Email Address].

We look forward to having you on board and seeing the great things you will achieve here.

Best regards,

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