

[Date]

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team as a [Job Title].

We were impressed with your skills and experience, and we are confident that you will be a valuable asset to the [Department Name] department. Our team is looking forward to working with you and supporting your professional growth.

Your first day will be [Start Date] at [Start Time]. Please report to [Location/Reception/Supervisor Name] upon your arrival. Below are a few details for your first day:

- **Reporting Manager:** [Manager Name]
- **Office Address:** [Full Office Address or Remote Instructions]
- **What to Bring:** [List of documents, e.g., ID for I-9, tax forms, etc.]

In the coming days, you will receive an orientation schedule and meet with your colleagues to help you get settled. If you have any questions before your start date, please feel free to reach out to [Contact Person Name] at [Contact Email/Phone].

We are excited to have you on board and look forward to your contributions to our success.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]