

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team as our new Human Resources Assistant.

Your role is vital to the success of our department and the support of our employees. We are confident that your skills and enthusiasm will make a significant impact on our HR operations and company culture.

Your first day will be [Start Date] at [Start Time]. Please report to [Location/Reception] and ask for [Supervisor Name].

On your first day, we will go over:

- Your initial training schedule
- An introduction to the HR team
- An overview of our internal systems and HR software
- A tour of the office

If you have any questions before your start date, please feel free to reach out to me via email at [Email Address] or by phone at [Phone Number].

We are excited to have you on board and look forward to working with you!

Best regards,

[Sender Name]

[Sender Title]

[Company Name]