

Dear [New Employee Name],

Welcome to the team! We are thrilled to have you join us as our new Talent Acquisition Specialist.

Your expertise in identifying top talent will play a critical role in our company's growth and success. I am looking forward to working closely with you to refine our recruiting strategies and enhance our candidate experience.

On your first day, [Date], we will start with a brief orientation at [Time]. Following that, we will have a 1-on-1 meeting to discuss your initial projects, team goals, and how I can best support you during your onboarding period.

In the meantime, if you have any questions, please feel free to reach out to me via email or phone.

We are excited to see the impact you will make here!

Best regards,

[Your Name]

[Your Title]

[Company Name]