

Dear [New Hire Name],

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

Your role is vital to our success. As an HRBP, you will be the strategic link between our human resources department and [Department/Business Unit Name]. We look forward to seeing how your expertise will help drive our culture, talent development, and organizational goals forward.

Your First Day Details:

- **Date:** [Start Date]
- **Time:** [Start Time]
- **Location:** [Office Address or Remote Link]
- **Reporting to:** [Manager Name], [Manager Title]

What to Expect During Your First Week:

- Orientation session with the HR team.
- Introduction to your assigned business unit leadership.
- Overview of current HR strategies and ongoing projects.
- Setup of your workspace and technology.

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 your contributions!

Best regards,

[Your Name]

[Your Title]

[Company Name]