

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to the [Department Name] team. I am pleased to officially welcome you as our new Employee Relations Specialist. We are excited to have your expertise on board to help us foster a positive and productive work environment.

As our Employee Relations Specialist, you will play a vital role in bridging the gap between management and our staff, ensuring that our policies are fair, and helping resolve workplace challenges effectively. Your background in [mention a specific skill or experience] makes you a great addition to our department.

On your first day, [Start Date], please report to [Location/Office Number] at [Time]. We have prepared an orientation schedule to introduce you to the team and our current initiatives.

I look forward to working with you and seeing the contributions you will make to our organization. If you have any questions before your start date, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Department Name]