

Subject: Welcome to [Company Name] - [Employee Name]

Dear [Employee Name],

We are thrilled to officially welcome you to [Company Name]! We are excited to have you join the [Department Name] team as our new [Job Title].

Your start date is scheduled for [Start Date]. On your first day, please arrive at [Time] at [Location/Office Address or Remote Link].

To ensure a smooth start, please keep an eye on your inbox for a follow-up email containing your digital onboarding paperwork. We kindly ask that you complete these documents by [Due Date].

What to expect before your first day:

- You will receive login credentials for our employee portal.
- You will be contacted by [IT/Manager] regarding your equipment setup.
- [Additional pre-boarding task, e.g., background check completion].

If you have any questions regarding your documentation or what to bring on your first day, please reach out to [Contact Person Name] at [Email Address].

Welcome aboard! We look forward to seeing you soon.

Best regards,

[Sender Name]

[Title]

[Company Name]