

Dear [Executive Name],

It is with great pleasure that we welcome you to [Company Name] as our new [Job Title]. We are thrilled to have your leadership and expertise on our executive team.

To ensure a smooth transition before your official start date on [Start Date], we have outlined a few preliminary details below:

- **Administrative Setup:** Our IT and Operations teams are currently preparing your office suite and digital credentials. You will receive a separate secure email regarding your system access.
- **Onboarding Schedule:** We are finalizing your first week's itinerary, which includes briefings with the Board of Directors and key department heads.
- **Documentation:** Please review and return the attached executive employment documents by [Date].

In the coming days, [Name/Assistant Name] will reach out to coordinate a brief introductory call to discuss any immediate logistical needs or questions you may have.

We are confident that your vision will play a vital role in our future success. We look forward to your arrival.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]