

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team as a part-time [Job Title].

Your official start date will be [Start Date]. To help you prepare for your first day, please review the following details:

Work Schedule:

Your part-time schedule will be [Days of the Week] from [Start Time] to [End Time].

First Day Arrival:

Please arrive at [Time] and report to [Location/Department]. You will be meeting with [Manager/Buddy Name] for your initial orientation.

Required Documents:

Please bring the following items with you on your first day:

- Identification for I-9/Work Authorization
- Signed Offer Letter (if not already submitted)
- Direct Deposit/Banking Information

Pre-Onboarding Paperwork:

Attached to this email, you will find [List of Documents/Links]. Please complete these by [Due Date] to ensure a smooth start.

If you have any questions before your start date, please reach out to [Contact Name] at [Email Address/Phone Number].

We look forward to having you on the team!

Best regards,

[Your Name]

[Your Title]

[Company Name]