

Dear [Employee Name],

Welcome to the team! We are thrilled to have you join [Company Name] on [Start Date].

At [Company Name], our culture is built on [Core Value 1], [Core Value 2], and [Core Value 3]. We believe that our success comes from our people and the collaborative environment we build together. We don't just work here; we strive to [Brief Mission Statement].

To help you get a feel for our community before your first day, we have attached our **Culture Handbook**. This document outlines our communication styles, team traditions, and how we celebrate our wins.

What to expect during your first week:

- A welcome coffee with your manager and immediate team.
- An introduction to our internal social channels and groups.
- A "Culture Buddy" who will help you navigate our office norms and values.

We want you to feel at home from day one. If you have any questions about our workspace or team dynamics before you arrive, please feel free to reach out.

We are excited to see the impact you will make here!

Best regards,

[Sender Name]

[Job Title]

[Company Name]