

Dear [Candidate Name],

Welcome to the [Department Name] team! We are thrilled that you will be joining us as our new [Job Title] on [Start Date].

Before your first day, we wanted to reach out and express how excited we are to have you on board. Our team is currently preparing everything for your arrival to ensure you have a smooth transition into your new role.

First Day Details:

- **Date:** [Start Date]
- **Time:** [Start Time]
- **Location/Link:** [Office Address or Virtual Meeting Link]
- **Reporting to:** [Manager Name]

In the coming days, you will receive further instructions regarding your equipment, login credentials, and your orientation schedule. If you have any immediate questions before then, please feel free to reach out to [Contact Person Name] at [Email Address/Phone Number].

We look forward to seeing you soon and starting this journey together!

Best regards,

[Your Name]

[Your Title]

[Department Name]