

Subject: Welcome to the Leadership Team - [Company Name]

Dear [New Leader Name],

Welcome to [Company Name]! We are thrilled to have you join us as our new [Job Title]. We believe your experience and leadership will be instrumental in driving our team toward [Department/Company Goal].

As you prepare for your first day on [Start Date], we want to ensure you have everything you need for a smooth transition. Below is some preliminary information regarding your pre-onboarding:

First Day Logistics:

Date: [Start Date]

Time: [Start Time]

Location: [Office Address / Remote Link]

Reporting to: [Manager Name/Title]

Pre-Onboarding Actions:

Please complete the following items before your start date:

- [Task 1: e.g., Sign digital employment contract]
- [Task 2: e.g., Submit payroll and tax documentation]
- [Task 3: e.g., Review the attached leadership organizational chart]

Your First Week Focus:

During your first week, you will be meeting with key stakeholders and your direct reports. We have scheduled several introductory sessions to help you get acclimated to our culture, strategy, and current projects.

If you have any questions regarding your equipment, benefits, or the onboarding process, please reach out to [HR Contact Name] at [Email Address].

We look forward to seeing the impact you will make here. Welcome aboard!

Best regards,

[Your Name]

[Your Title]

[Company Name]