

Subject: Welcome to [Company Name] - Your Journey Starts Soon!

Dear [New Hire Name],

Congratulations once again on joining [Company Name]! We are thrilled to have you start your career with us as our new [Job Title].

Your official start date is [Start Date]. We are currently preparing everything for your arrival, but in the meantime, here is what you can expect over the next few weeks:

- **Documentation:** Please keep an eye on your inbox for an email from our HR portal regarding digital paperwork and background checks.
- **Equipment:** Our IT team will reach out shortly to coordinate the delivery of your [Laptop/Equipment].
- **First Day Details:** You will receive a formal invite for your Day 1 orientation by [Date]. This will include your schedule and meeting links/office location.

We know starting a first role can be both exciting and overwhelming. To help you settle in, you have been paired with an "Onboarding Buddy," [Buddy Name], who will reach out to you during your first week to answer any informal questions you might have.

If you have any immediate questions before your start date, please feel free to reach out to me or [HR Contact Name].

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

Best regards,

[Manager Name]

[Job Title]

[Company Name]