

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

Dear [Candidate Name],

Welcome to the team! We are thrilled to have you join us as our new [Job Title]. You were selected for your unique skills and perspective, and we are excited to see the impact you will make on our global team.

Your official start date will be [Start Date].

Before you join us, we want to ensure you have everything you need for a smooth start. Over the next few days, you will receive follow-up emails regarding:

- **IT and Hardware:** Coordination for the delivery of your laptop and equipment.
- **Documentation:** Any remaining local compliance or payroll forms required for your region.
- **Onboarding Schedule:** A calendar invite for your first-day orientation and introductions to your global teammates.

In the meantime, if you have any immediate questions regarding your equipment, benefits, or local office protocols, please reach out to [Contact Name/Department] at [Email Address].

We are building something great here at [Company Name], and we are so glad you are now a part of it. Enjoy your time before you start, and we look forward to seeing you on [Start Date].

Best regards,

[Your Name]

[Your Title]

[Company Name]