

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join us as our new [Job Title].

For your first day on [Start Date], please arrive at [Time]. Upon arrival, please ask for [Manager/Buddy Name] at [Location/Reception].

Your First Day Schedule:

- [Time]: Welcome and Office Tour
- [Time]: HR Onboarding and Paperwork
- [Time]: Team Lunch
- [Time]: IT Setup and Systems Training

What to Bring:

- Identification for employment verification
- Bank details for payroll
- Your enthusiasm and any questions you may have!

If you have any questions before you start, please feel free to reach out to [Contact Name] at [Email/Phone Number].

We are excited to see the contributions you will make to the team!

Best regards,

[Your Name]
[Your Title]
[Company Name]