

[Date]

Dear [Employee Name],

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

Your first day will be [Start Date]. Please arrive at [Start Time] and report to [Location/Reception Desk] to meet with [Contact Person Name].

On your first day, please remember to bring:

- A valid form of identification.
- [Additional Document 1]
- [Additional Document 2]

Our team is looking forward to meeting you and helping you get settled. If you have any questions before your start date, please feel free to reach out to the HR department at [Phone Number] or [Email Address].

We are excited about the skills and experience you bring to the company, and we look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]