

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

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

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

On your first day, we have planned the following schedule:

- [Time]: Office tour and team introductions
- [Time]: HR onboarding and paperwork
- [Time]: Welcome lunch with the team
- [Time]: IT setup and workstation orientation

Please remember to bring [List of Documents, e.g., ID, Tax forms] for your employment verification. Our dress code is [Dress Code Category].

We are excited to see the contributions you will make to our team. If you have any questions before your start date, please reach out to [Contact Person] at [Phone Number/Email].

Welcome aboard!

Best regards,

[Sender Name]  
[Sender Title]  
[Company Name]