

Subject: Welcome to the Team - [Employee Name]

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/Point of Contact Name] at [Location/Reception].

Your first day schedule will include:

- Welcome meeting and office tour
- IT setup and equipment collection
- Team lunch at [Time]
- Initial orientation with [Department Name]

Please remember to bring [List of Documents, e.g., ID, Passport, signed forms] for your HR onboarding.

If you have any questions before Monday, feel free to reach out to me at [Phone Number/Email]. We are excited to see the great things you will achieve here!

Best regards,

[Your Name]

[Your Title]

[Company Name]