

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 [Time] and report to [Location/Reception].

Your First Day Schedule:

- [Time]: Meet the team and office tour
- [Time]: HR paperwork and documentation
- [Time]: Lunch with the department
- [Time]: Initial training and workstation setup

What to Bring:

- Identification for employment eligibility (e.g., Passport or Driver's License)
- Direct deposit information
- [Additional Item]

If you have any questions before your start date, please feel free to reach out to [Contact Person] at [Email Address] or [Phone Number].

We look forward to seeing you soon and helping you get started on your journey with us!

Best regards,

[Your Name]

[Your Title]

[Company Name]