

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to officially welcome you to the team as our new [Job Title].

We believe your skills and experience will be a great asset to the [Department Name] department. Our goal is to ensure your transition into the company is smooth and successful.

Your first day will be [Start Date] at [Start Time]. Please report to [Location/Reception] and ask for [Supervisor/Contact Person].

On your first day, please bring the following documents:

- Government-issued photo identification
- Proof of eligibility to work
- [Additional Document 1]
- [Additional Document 2]

We have planned an orientation session for you to introduce you to our corporate culture, policies, and benefits. You will also receive your equipment and login credentials at that time.

If you have any questions before your start date, please contact the Human Resources department at [Phone Number] or [Email Address].

We are excited to have you with us and look forward to your contributions to the company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]