

[Date]

Dear [Employee Name],

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

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

Your First Day Schedule:

- [Time]: Arrival and Office Tour
- [Time]: HR Paperwork and IT Setup
- [Time]: Team Lunch
- [Time]: Initial Training and Integration Session

What to Bring:

- Identification for employment verification
- Bank details for payroll
- Your enthusiasm and any questions you may have

To help you settle in, [Mentor Name] has been assigned as your peer buddy and will be reaching out to introduce themselves shortly.

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

Welcome aboard!

Best regards,

[Sender Name]

[Sender Title]

[Company Name]