

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join the [Department Name] team. We hired you because we believe your skills and experience will be a great asset to our mission.

Your first day will be [Start Date]. Please arrive at [Time] and ask for [Manager/Buddy Name] at the front desk.

To help you succeed on your first day, here is what to expect:

- **Arrival:** A tour of the office and an introduction to your teammates.
- **Setup:** Getting your workstation, email, and software access ready.
- **Lunch:** You will be joining [Name/Team] for lunch at [Time].
- **Orientation:** A brief meeting to go over our company culture, goals, and your initial projects.

What to bring:

- Identification for employment paperwork.
- Any specific documents requested by HR.
- Your curiosity and questions!

We are committed to supporting your growth and ensuring you have everything you need to thrive here. If you have any questions before Monday, please feel free to reach out to [Contact Person] at [Email/Phone].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Title]

[Company Name]