

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to have you join our team as a [Job Title] in the [Department Name] department.

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

On your first day, please bring the following documents for your HR orientation:

- Identification for I-9 verification (e.g., Passport or Driver's License and Social Security Card)
- Voided check for direct deposit setup
- Signed copy of your offer letter

We have planned an orientation session to introduce you to our company culture, policies, and benefits. You will also have the opportunity to meet your colleagues and tour the office.

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

We look forward to working with you and are excited to see the contributions you will make to our organization.

Best regards,

[Your Name]  
[Your Title]  
Human Resources Department  
[Company Name]