

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 [Date] at [Time]. Please report to [Location/Reception/Virtual Link] and ask for [Contact Person Name].

On your first day, you can expect the following schedule:

- Welcome and office tour
- HR documentation and payroll setup
- IT equipment setup and login credentials
- Lunch with the team
- Initial meeting with your manager

Please remember to bring [List of Documents, e.g., ID, Tax forms] with you. Our dress code is [Dress Code Policy].

If you have any questions before you arrive, please feel free to reach out to [Contact Person] at [Email/Phone Number].

We are excited to see the contributions you will make to the team!

Best regards,

[Sender Name]

[Sender Title]

[Company Name]