

[Date]

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

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to officially have you join us as our new [Job Title].

Your first day will be [Start Date]. Please report to [Location/Department] at [Time] and ask for [Supervisor/Manager Name].

On your first day, we have planned an orientation to introduce you to the team, your workspace, and our company culture. Please bring [List of Documents, e.g., ID, Tax Forms] to complete your onboarding process.

We believe your skills and experience will be a great asset to our department. We look forward to your contributions and are committed to supporting your professional growth within the company.

If you have any questions before your start date, please feel free to contact [Contact Person Name] at [Phone Number] or [Email Address].

Welcome aboard!

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Company Name]