

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to officially welcome you as a full-time [Job Title] in the [Department] department.

Your first day will be [Start Date] at [Start Time]. Please report to [Location/Contact Person] upon your arrival. During your first day, you will complete your orientation and meet with the team.

As a full-time employee, you are eligible for our company benefits package, including [Benefit 1], [Benefit 2], and [Benefit 3]. We will provide detailed information regarding these programs during your onboarding session.

We are excited to have you join us and look forward to the contributions you will make to our team. If you have any questions before your start date, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Congratulations and welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]