

[Date]

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

Dear [Employee Name],

On behalf of [Company Name], I am pleased to officially welcome you to the team. We are excited to have you join us as our new [Job Title] in the [Department Name] department.

Your start date will be [Start Date] at [Start Time]. Please report to [Location/Reception Desk] upon your arrival, where you will meet with [Manager/Buddy Name] to begin your orientation.

Your first few days will include an introduction to our company culture, an overview of our policies, and the completion of necessary employment paperwork. Please remember to bring [List of required documents, e.g., ID, tax forms] on your first day.

We are confident that your skills and experience will be a great asset to our organization. If you have any questions before your start date, please feel free to contact me at [Phone Number] or [Email Address].

Welcome aboard! We look forward to working with you.

Sincerely,

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