

Dear [Employee Name],

Welcome to [Company Name]!

We are thrilled to officially welcome you to the team as a permanent member of our staff in the role of [Job Title].

Your skills and experience will be a great asset to our department, and we are excited to see the contributions you will make to our long-term goals. We are committed to supporting your professional growth and success within the company.

Start Date: [Start Date]

Reporting Manager: [Manager Name]

Office Location: [Office Address/Remote]

On your first day, please report at [Time] for your orientation. We will provide you with your equipment, introduce you to your colleagues, and walk you through our company policies and benefits package.

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

Welcome aboard! We look forward to working with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]