Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join us as our new [Job Title]. We believe your skills and experience will be a great asset to our team.

Your first day will be [Start Date]. Please arrive at [Time] at [Location/Office Address or Remote Link].

Your First Day Schedule:

- [Time]: Meet with [Manager/Buddy Name] for a workspace tour.
- [Time]: HR Orientation and paperwork review.
- [Time]: Team lunch.
- [Time]: Initial IT setup and software access.

What to Bring:

- Identification for employment eligibility (I-9 documents).
- Direct deposit information.
- [Additional Item, e.g., Signed contract].

On your first day, you will be paired with [Buddy Name], who will help you settle in and answer any immediate questions you may have.

If you have any questions before your start date, please reach out to [Contact Name] at [Contact Email/Phone].

We look forward to seeing you soon!

Best regards,

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