

Welcome to the Team!

Dear [Employee's Name],

We are thrilled to welcome you to [Company Name]! You are now a valued member of our team, and we can't wait to see the amazing contributions you will make.

Your start date is set for [Start Date]. Please arrive by [Start Time] at [Location]. Your first day will include an orientation session, where you'll learn more about our company culture, policies, and your role.

Enclosed in this welcome kit, you will find:

- A company handbook
- Access credentials for our systems
- Your employee ID card
- Company swag (t-shirt, mug, etc.)

If you have any questions before your start date, feel free to reach out to your manager or HR.

We look forward to meeting you!

Best regards,
[Your Name]
[Your Position]
[Company Name]