

Welcome to [Company Name]!

Dear [Employee Name],

We are excited to welcome you to our team as a [Job Title]. Your start date is [Start Date], and we look forward to your contributions.

Preliminary Information:

- **Onboarding Schedule:** You will receive a detailed schedule via email prior to your start date.
- **Work Location:** Your primary location will be [Office Location].
- **Dress Code:** Our dress code is [Business Casual/Formal/etc.].
- **Reporting Time:** Please arrive by [Time] on your first day.
- **Documents Required:** Bring a valid ID and any other required documents for HR.

If you have any questions before your first day, feel free to reach out to your supervisor, [Supervisor Name], at [Supervisor Email].

Once again, welcome to [Company Name]! We are thrilled to have you on board.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]