

# Onboarding Date Confirmation

Dear [Employee Name],

We are excited to confirm your onboarding date with us!

Your onboarding is scheduled for **[Date]** at **[Time]**.

Please report to our office located at **[Office Address]**.

If you have any questions or need assistance, feel free to reach out.

Welcome to the team!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]