

# Start Date Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Start Date Notification

Dear [Employee's Name],

We are pleased to inform you that your start date with [Company Name] is confirmed for [Start Date]. We are excited to have you on board and look forward to your contributions.

Please report to [Location] at [Time], and do not hesitate to reach out if you have any questions prior to your start date.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]