

Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to welcome you to the [Company Name] family! We believe that your skills and talents will greatly contribute to our success and we are thrilled to have you on board.

Your official start date is [Start Date]. On your first day, please arrive at [Time] at our office located at [Office Address]. You will be greeted by [Manager/Supervisor's Name], who will be your guide on this exciting journey.

During your onboarding process, you will have the opportunity to learn more about our company's culture, policies, and the team you will be working with. We have scheduled an orientation session for you on [Orientation Date].

Once again, welcome to [Company Name]! We look forward to seeing you soon and are eager to help you settle into your new role.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]