

Welcome to [Company Name]

Dear [Employee Name],

We are excited to welcome you to [Company Name] as a [Job Title]. Your first day will be on [Start Date]. Please find below the details for your onboarding process:

Onboarding Schedule

- **Date:** [Start Date]
- **Time:** [Start Time]
- **Location:** [Office Location]

What to Bring

- Government-issued ID
- Completed tax forms
- Direct deposit information

Contact Information

If you have any questions prior to your start date, please feel free to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to seeing you soon!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]