

Welcome to the Team!

Dear [New Team Member's Name],

We are thrilled to welcome you to [Company Name] as our new [Job Title]. Your skills and talents will be a great addition to our team.

As you begin your journey with us, please feel free to reach out with any questions or if you need assistance. Everyone is here to help you settle in.

We have scheduled an orientation for you on [Date] at [Time]. This will give you a great overview of our company culture and help you get to know your colleagues.

Once again, welcome to the team! We are excited to have you on board.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]