

Welcome to the Team!

Dear [New Team Member's Name],

We are thrilled to welcome you to [Company Name]! Your skills and talents will be a great addition to our team, and we can't wait for you to get started.

Your first day will be on [Start Date]. Please arrive at [Time], and don't forget to bring [any required documents or items]. We will have a team orientation scheduled for you, where you will get to meet your colleagues and learn more about our company culture and values.

If you have any questions or need assistance before your start date, feel free to reach out to me directly at [Your Email] or [Your Phone Number].

Once again, welcome to the team! We are looking forward to an exciting journey together.

Best regards,

[Your Name]

[Your Position]

[Company Name]