

# Welcome to [Company Name]!

Dear [New Hire's Name],

We are excited to welcome you to our team as a [Job Title]. Your first day will be on [Start Date]. This letter serves to help orient you with your new role and responsibilities.

## Role Overview

As a [Job Title], you will be responsible for [brief description of key responsibilities]. We believe your skills in [mention relevant skills or experience] will greatly contribute to our team's success.

## First Day Details

On your first day, please arrive at [Start Time] and report to [Location]. You will begin with an orientation session that covers our company culture, policies, and your specific onboarding process.

## Key Contacts

Your direct supervisor will be [Supervisor's Name], and you can reach them at [Supervisor's Email/Phone]. For any HR-related questions, feel free to contact [HR Contact Name] at [HR Contact Email/Phone].

## Documentation

Please bring the following documents with you on your first day:

- Identification
- Social Security Card
- Banking Information for Payroll

We are looking forward to seeing you on [Start Date] and are excited for you to join our team.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]