

Welcome to the Team!

Dear [New Employee's Name],

We are thrilled to welcome you to the Media Department at [Company Name]. As our new [Job Title], you are joining a team that is passionate about creating compelling content and innovative campaigns.

Your first day will be on [Start Date] at [Start Time]. Please report to [Location/Office]. During your first week, you will participate in orientation sessions, meet your colleagues, and learn more about our projects and workflows.

Feel free to reach out to me directly at [Your Email] if you have any questions before your start date. We are excited to see the incredible work you will accomplish with us!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]