

Welcome to the Team!

Dear [New Staff Name],

We are thrilled to welcome you to [Company Name] as our new [Job Title]. Your start date is [Start Date], and we are excited to have you join our team!

As part of your onboarding process, we have scheduled an orientation session on [Orientation Date] at [Location/Platform]. This session will cover important details about our company culture, policies, and tools you'll be using.

Please take a moment to review the attached documents, which include your employee handbook and our onboarding checklist. Feel free to reach out to [HR Contact Name] at [HR Contact Email] if you have any questions.

We look forward to seeing you and are excited about the contributions you will bring to [Company Name].

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