

Welcome to Our Team!

Dear [Associate's Name],

We are thrilled to welcome you to [Company Name]! Your skills and talents will be a valuable addition to our team.

Your first day will be on [Start Date], and we have planned an orientation session to help you get acquainted with our team and company culture.

Below are details for your first day:

- **Start Time:** [Start Time]
- **Location:** [Office Address]
- **Dress Code:** [Dress Code]

We look forward to seeing you and are excited about the contributions you will make. If you have any questions before your start date, please feel free to reach out.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]