

# Welcome to the Team!

Dear [New Staff Member's Name],

We are thrilled to welcome you to [Company Name] as our new [Job Title]. Your skills and talents will be a great addition to our team, and we are excited to see the contributions you will make.

On your first day, [Start Date], please arrive at [Time] and check in at the reception where [Manager's Name] will greet you. You will have an orientation session to help you get settled in and learn about our company culture and values.

Feel free to reach out to me directly if you have any questions before your start date. Once again, welcome to [Company Name]! We are looking forward to working with you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]