

Welcome to the Team!

Dear [New Hire's Name],

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

Your official start date is [Start Date]. On your first day, please arrive at [Start Time], and our team will be there to greet you.

During your onboarding, you will have the opportunity to meet your colleagues, learn more about our company culture, and receive training on your role.

If you have any questions before your start date, feel free to reach out to me at [Your Email] or [Your Phone Number].

Once again, welcome to [Company Name]! We look forward to working with you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]