

Welcome to [Company Name]!

Dear [Employee's Name],

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

Your start date is [Start Date], and we have prepared an exciting onboarding process to help you settle in.

Please find the following details regarding your first day:

- **Start Time:** [Start Time]
- **Location:** [Office Address]
- **Point of Contact:** [Manager's Name & Contact Details]

We encourage you to bring any necessary documents and arrive a few minutes early to complete your paperwork.

Once again, welcome to the team! We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]