

Welcome to the Team!

Dear [New Hire's Name],

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

Your start date is [Start Date], and we look forward to seeing you at [Location/Online Platform].

Please feel free to reach out to your manager, [Manager's Name], at [Manager's Email] if you have any questions before your first day.

Welcome aboard!

Sincerely,

[Your Name]
[Your Position]
[Company Name]