

Welcome to Our Team!

Dear [Employee's Name],

We are delighted to welcome you to [Company Name]! Your first day is almost here, and we want to ensure that you feel right at home.

Please arrive at [Start Time] on [Start Date]. You will be greeted by [Supervisor's Name], who will give you a tour of our facilities and help you get settled in.

On your first day, you can expect to:

- Meet your team members
- Obtain your equipment and workspace
- Attend an orientation session

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

We are excited to have you on board and look forward to your contributions!

Best regards,

[Your Name]

[Your Position]

[Company Name]