Welcome to [Company Name]!

Dear [Employee Name],

We are excited to confirm your start date with [Company Name]. Your first day will be on **[Start Date]**. We are thrilled to have you join our team!

Onboarding Details

Here's what you need to know for your first day:

- **Location:** [Company Address]
- **Time:** [Start Time]
- **Contact Person:** [Supervisor/HR Contact Name]
- **What to Bring:** [List any documents or items required]

We have planned a comprehensive onboarding process to help you settle in. Your schedule for the first week will include:

- Orientation Session
- Meet and Greet with the Team
- Training Programs

If you have any questions before your start date, please feel free to reach out.

Welcome aboard!

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]