

Welcome to [Company Name]

Dear [Employee's Name],

We are thrilled to welcome you to our team at [Company Name]! As you embark on this exciting journey with us, we wanted to provide you with some essential information to help you get settled in smoothly.

Your Start Date

Your official start date is [Start Date]. Please arrive at [Time] at our office located at [Office Address].

First Day Agenda

- Introduction to the Team
- Office Tour
- Review of Company Policies
- Setup of Workstation

Onboarding Documents

Before your first day, please ensure that you complete the following documents:

- Employee Information Form
- Tax Forms
- Direct Deposit Authorization

If you have any questions or need assistance, feel free to reach out to your hiring manager, [Manager's Name], at [Manager's Email].

We look forward to seeing you soon and can't wait for you to meet everyone!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]