Welcome to the Team!

Dear [New Employee's Name],

We are thrilled to welcome you to [Company Name]! We believe that you will be a valuable addition to our team and look forward to seeing the contributions you will make.

Your start date is [Start Date]. Please arrive at [Start Time] at our office located at [Office Address]. When you arrive, please check in with the front desk.

During your first week, you will participate in the onboarding program, which includes:

- Orientation sessions about company policies and culture
- Meet-and-greets with your colleagues and different teams
- Training on tools and resources you'll be using

Feel free to reach out to us if you have any questions before your start date. You can contact me directly at [Your Phone Number] or [Your Email].

Once again, welcome aboard! We can't wait to see you on [Start Date].

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]