

Welcome to the Team!

Dear [Employee's Name],

We are thrilled to confirm your welcome to the [Company Name] team! Your skills and talents will be a great addition to our organization, and we can't wait to see the impact you will make.

Your start date is confirmed for [Start Date]. On your first day, please arrive by [Arrival Time] at [Location]. We have planned an orientation session to help you settle in and get acquainted with your colleagues.

If you have any questions before your start date, feel free to reach out to us at [Contact Information].

Once again, welcome to the team! We look forward to working together.

Best regards,

[Your Name]

[Your Position]

[Company Name]