

**Subject: Reminder: Upcoming Contract Start Date**

Dear [Recipient's Name],

This is a friendly reminder that your contract with [Company Name] is scheduled to commence on [Start Date]. We are excited to have you on board and look forward to a successful collaboration.

Please ensure that all necessary arrangements are in place before the start date. If you have any questions or require assistance, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]