

Welcome to [Company Name]!

Dear [New Hire's Name],

We are thrilled to welcome you to the [Company Name] family! Your skills and talents will be a great addition to our team. As you begin your journey with us, we want to ensure you have all the resources you need for a smooth onboarding process.

Your first day will be [Start Date]. Please arrive at [Start Time] and check in with [Manager/Supervisor Name] at the reception. During your first week, you will participate in orientation activities designed to introduce you to our company culture, values, and your specific role.

In the meantime, do not hesitate to reach out if you have any questions or need further information. We are here to support you!

Welcome aboard!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]