

Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Your skills and talents will be a great addition to our team.

Your start date is set for [Start Date], and we look forward to seeing you at [Time] in [Location].

If you have any questions before then, feel free to reach out to your manager, [Manager's Name], at [Manager's Email].

Once again, welcome aboard! We can't wait to see the amazing things you will accomplish.

Best regards,

[Your Name]

[Your Position]

[Company Name]