

# Welcome to the Team!

Dear [Employee's Name],

We are excited to welcome you to [Company Name]! Your skills and talents will be a great addition to our team. We look forward to seeing the contributions you will make here.

Your start date is [Start Date], and you will be reporting to [Supervisor's Name]. Please arrive at [Start Time] for your onboarding session.

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

Once again, welcome aboard! We are glad to have you with us.

Sincerely,

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