

New Employee Welcome Letter

Date: _____

To: _____

Subject: Welcome to the Team!

Dear _____,

We are excited to welcome you to _____ as our new _____.

On behalf of the entire team, we want you to know how happy we are that you have joined us. Your skills and talents will be a valuable addition to our company.

Your first day will be on _____ at _____. Please arrive at our office located at
_____. Your orientation will begin at _____.

During your orientation, you will meet your team members, learn more about our company culture, and receive all necessary resources for your role.

If you have any questions prior to your start date, feel free to contact me at _____.

We look forward to seeing you soon and wish you a successful journey with us!

Sincerely,
