

Welcome to [Company Name]!

[Date]

Dear [New Employee Name],

We are excited to welcome you to the [Company Name] team! On behalf of everyone here, I would like to extend our warmest welcome and congratulations on your new role as [Job Title].

We look forward to working with you and helping you settle into your position. Your first day is scheduled for [Start Date]. Please arrive at [Start Time] and check in at the front desk. Our HR representative will be available to guide you through your orientation and introduce you to the team.

If you have any questions before your start date, please feel free to contact us at [HR Contact Information]. We are here to support you every step of the way.

Welcome aboard!

Sincerely,

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