

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Congratulations and welcome to [Company Name]! We are excited to have you join our team as a [Job Title]. Your start date is scheduled for [Start Date], and we look forward to ensuring a smooth onboarding experience.

Please find the onboarding details below:

****Start Time:**** [Start Time]

****Location:**** [Office Address/Remote Work Details]

****Reporting To:**** [Manager/Supervisor Name]

On your first day, please bring the following documents:

1. [Document 1]

2. [Document 2]

3. [Document 3]

Our onboarding program includes an orientation session where you will learn about our company culture, policies, and meet your colleagues.

If you have any questions before your start date, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to having you on board!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]