

[Your Company Letterhead]

[Date]

[Employee's Name]

[Address]

[City, State, Zip]

Dear [Employee's Name],

Congratulations on your new position as [Job Title] with [Company Name]!

We are excited to have you join our team and look forward to your contributions.

As part of your onboarding process, please find below important information regarding your first day and necessary preparations:

****Start Date:**** [Start Date]

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

****Location:**** [Company Address or Virtual Platform]

****Contact Person:**** [Supervisor/HR Representative Name and Contact Info]

Please complete the following steps prior to your start date:

1. Review and sign the attached employment agreement.
2. Fill out the enclosed forms for benefits enrollment.
3. Bring the required identification for verification purposes (listed below).

****Identification Requirements:****

- [List of acceptable documents]

Your orientation will cover essential topics such as company policies, benefits overview, and training schedules. You will also meet your team members and receive additional resources to help you get started.

If you have any questions or need further information, do not hesitate to reach out.

We are thrilled to welcome you to [Company Name] and are confident that you will play a vital role in our success.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]