

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you join our team as [Job Title]. This letter outlines important information regarding your onboarding process.

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

**\*\*Reporting Time:\*\*** [Time]

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

**\*\*Onboarding Schedule:\*\***

- [Date]: Orientation Session

- [Date]: Meet with HR

- [Date]: Introduction to Team

Please bring the following documents for verification:

- Identification (e.g., Driver's License, Passport)

- Social Security Card

- [Any other relevant documents]

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

We look forward to your first day and are thrilled to have you on board!

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Company Website] (if applicable)