

[Your Company Letterhead]

[Date]

[New Employee's Name]

[New Employee's Address]

[City, State, Zip Code]

Dear [New Employee's Name],

Welcome to [Company Name]! We are excited to have you join our team as [Job Title] on [Start Date].

This onboarding letter outlines important information and steps to help you get started:

1. ****First Day Details****

- Date: [Start Date]
- Time: [Start Time]
- Location: [Office/Remote Link]

2. ****Documents to Bring****

Please remember to bring the following documents on your first day:

- [List necessary documents, e.g., identification, tax forms]

3. ****Onboarding Schedule****

Your first day will include:

- Orientation session with HR
- Introduction to your team
- IT setup
- Training on company policies

4. ****Contact Information****

If you have any questions before your start date, feel free to reach out to:

- [HR Contact Name, Title]
- Phone: [Phone Number]
- Email: [Email Address]

We are looking forward to your contributions at [Company Name] and are thrilled to have you on board.

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]