

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Welcome to [Company Name]!

We are thrilled to have you join our team as [Job Title], starting on [Start Date]. This letter serves as an onboarding guide to help you get settled in and familiarize yourself with our company culture and policies.

****First Day Details****

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

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

- ****Location:**** [Office Address or Remote Instructions]

- ****Contact:**** [Supervisor/Manager's Name and Contact Information]

****Onboarding Schedule****

Your first week will include the following activities:

- Orientation Session

- Department Introduction

- Training Sessions

- Meet and Greet with Team Members

****Required Documents****

Please bring the following documents on your first day:

- [List of Required Documents, e.g., ID, tax forms, etc.]

****Company Policies****

Attached you will find our employee handbook, which outlines important company policies, benefits, and resources available to you. Please review it before your start date.

We are excited for you to become a part of our team. If you have any questions prior to your start date, feel free to reach out to me directly at [HR Contact Information].

Looking forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Attachments: Employee Handbook