

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our IT team as a [Job Title]. Your skills and experience will be invaluable to our mission.

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

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

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

****First Day Agenda:****

- [Overview of the day's activities]
- [Introduction to team members]
- [Training sessions planned]

****What to Bring:****

- [Any identification/documentation required]
- [Personal laptop (if applicable)]

****Onboarding Essentials:****

- Please complete the following forms prior to your start date:
 - [List of forms]

****Contact Information:****

For any questions before your start date, feel free to reach out to:

[Manager's Name]

[Manager's Email]

[Manager's Phone Number]

We look forward to seeing you on your first day and to the contributions you will bring to our team!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]