

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to formally welcome you to [Company Name]! We are excited to have you join our [specific team/department name] as a [Job Title]. Your skills and experience will be a great addition to our team.

****Joining Details:****

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

- ****Work Location:**** [Office Address/Remote]

- ****Reporting To:**** [Manager's Name and Title]

- ****Working Hours:**** [Regular Working Hours or Flexibility Info]

In your role, you will be responsible for:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

As part of your onboarding process, please complete the following:

1. [Task 1: e.g., Complete HR paperwork]

2. [Task 2: e.g., Schedule orientation meeting]

3. [Task 3: e.g., Set up company email]

We encourage open communication, so feel free to reach out if you have any questions or need assistance as you transition into your new role.

Once again, welcome aboard! We look forward to seeing you thrive here at [Company Name].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]