

[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] as a [Job Title], effective [Start Date]. We are excited to have you on our team and look forward to your contributions.

As discussed, your starting salary will be [Salary Amount], and you will be reporting to [Manager's Name], [Manager's Title]. Your regular work hours will be from [Start Time] to [End Time], [Days of the Week].

Please ensure that you complete any required paperwork prior to your first day. If you have any questions before your start date, do not hesitate to reach out to [HR Contact Information].

Once again, welcome to [Company Name]. We are looking forward to working with you!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]