

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to welcome you to [Company Name] as a [Job Title] starting on [Start Date]. Your skills and experience will be invaluable to our team.

Please report to [Location] at [Time] on your first day, where you will meet [Supervisor's Name] for orientation.

Welcome aboard, and we look forward to your contributions!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]