

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are thrilled to welcome you to [Company Name] as our new [Job Title]. Your first day is scheduled for [Start Date], and we are excited to have you as part of our team.

As a member of [Department/Team Name], you will be responsible for [Brief Overview of Responsibilities]. We believe your skills and experiences make you an excellent fit for our organization, and we look forward to seeing your contributions.

On your first day, please arrive at [Start Time] at [Location]. You will meet with [Manager/Supervisor's Name], who will introduce you to the team and guide you through your orientation.

If you have any questions before your start date, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Once again, welcome to [Company Name]. We are excited to have you on board!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]