

[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 our new [Job Title]. Your start date will be [Start Date], and you will be reporting to [Supervisor's Name and Job Title].

Please find below some important information to help you prepare for your first day:

****Onboarding Schedule****

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

- ****Time:**** [Start Time]

- ****Location:**** [Office Address or Virtual Meeting Link]

****Documents Required****

Please bring the following documents with you on your first day:

- [List of Required Documents]

****What to Expect****

On your first day, you will:

- Meet with [Supervisor's Name] for an introduction to the team.

- Attend an orientation session covering company policies, culture, and benefits.

- Setup your workspace and IT equipment.

We are excited for you to join our team and contribute to [Company's Name] success. If you have any questions before your start date, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Welcome aboard!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]