

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Welcome to [Company Name]!

We are excited to have you join our team as a [Job Title]. Your official start date will be [Start Date]. This letter outlines the onboarding process and provides important information to ensure a smooth transition into your new role.

****1. Onboarding Overview****

The onboarding process will consist of the following key activities:

- Orientation Session on [Date/Time]
- Introduction to your team and department
- Training schedule and resources
- Overview of company policies and procedures

****2. Required Documents****

Please provide the following documents on or before your start date:

- Completed tax forms (W-4, etc.)
- Identification for verification purposes (e.g., driver's license, passport)
- Any other documents specified by HR

****3. First Day Instructions****

On your first day, please report to [Location] by [Time]. You will meet with [Supervisor/HR Representative] who will guide you through the onboarding agenda.

****4. Contact Information****

If you have any questions or require assistance prior to your start date, please do not hesitate to contact us at [Contact Information].

We look forward to seeing you soon and are thrilled to welcome you to [Company Name]!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]