

[Your Company 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 the Quality Control Manager. Your experience and expertise will be invaluable as we continue to uphold our commitment to excellence.

Your onboarding will begin on [Start Date] at [Start Time]. Please report to [Location/Department] where you will meet with [Supervisor's Name], who will guide you through your initial training and orientation.

During your first week, you will have the opportunity to:

1. Review company policies and procedures.
2. Meet with your team and key stakeholders.
3. Begin your assessment of current quality control processes.

We encourage you to ask questions and share your ideas as we strive for continuous improvement. Enclosed you will find important documents regarding your employment, benefits, and the onboarding schedule.

We look forward to your contributions and are thrilled to have you on board!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]