

[Your Name]
[Your Job Title]
JXS Airlines
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Welcome to JXS Airlines! We are excited to have you join our team as a [Job Title]. Your skills and experience will be valuable assets to our company as we strive to provide exceptional service to our customers. Your start date will be [Start Date], and we expect you to arrive at [Start Time]. Please report to [Location] on your first day, where you will meet with [Supervisor/Manager's Name] for an orientation session. During your onboarding process, you will receive important information regarding company policies, benefits, and training programs. We encourage you to ask questions and take advantage of the resources available to you.

Please find enclosed a copy of the employee handbook and other necessary documents for your review before your start date.

If you have any questions prior to your first day, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Once again, welcome to JXS Airlines! We look forward to working with you and are excited about the contributions you will bring to our team.

Best regards,

[Your Name]
[Your Job Title]
JXS Airlines