

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Welcome to [Company Name]

We are thrilled to welcome you to the [Company Name] team! We believe that you will make a valuable contribution to our organization.

Your start date is set for [Start Date]. Please report to [Location] at [Time]. You will meet with [Supervisor/HR Representative] to complete your onboarding process.

During your first week, you will receive information about company policies, benefits, and your specific job responsibilities. Please bring the necessary documents for your employment verification.

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

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Phone Number]

[Your Email Address]