

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]!

We are thrilled to have you on board as our new [Job Title]. Your skills and talents will be an excellent addition to our team, and we look forward to your contributions.

As part of the onboarding process, please review the following important information:

1. ****Start Date****: Your first day of work will be [Start Date].
2. ****Work Hours****: You will be expected to work from [Start Time] to [End Time], [Days of the Week].
3. ****Location****: You will be reporting to [Location/Office Name].
4. ****Onboarding Schedule****: Your onboarding will include:
 - Orientation sessions on [Dates/Times]
 - Training on [Specific Topics]
 - Meetings with your manager, [Manager's Name], to discuss your role and responsibilities

Please bring the following documents on your first day:

- [List of required documents, e.g., identification, tax forms]

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

We are excited to work with you and are confident that you will thrive in our workplace!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]