

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed the onboarding process and are officially welcomed to [Company Name] as [Job Title] in the [Department Name].

Your start date will be [Start Date], and your reporting time will be [Start Time]. Please arrive at [Location/Office] where you will meet your supervisor, [Supervisor's Name], who will guide you through your first day.

During your onboarding, you will receive essential information regarding company policies, benefits, and procedures. It's important that you bring the following documents with you:

- [List of documents, e.g., identification, bank details for payroll, etc.]

If you have any questions before your start date, feel free to contact our HR department at [HR Contact Information].

We are excited to have you on board and look forward to working together.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]