

**Dear [employee name],**

Welcome to the [company name] family!

We're thrilled and honored to have someone with your [personality trait 1, personality trait 2, and personality trait 3] on our team. We know you're going to do amazing things as a [role], and we can't wait to see you in action.

We hope you're as excited as we are about your first day on [date]. [Human resources representative/team contact] is looking forward to welcoming you. Please meet them at [time] in the front lobby of our main office at [address].

You'll spend the first day meeting the team, setting up your workspace, asking questions, and filling out some forms.

You need only bring your smiling self, your driver's license/identification card for paperwork, and some snacks. Your team is excited to take you out to lunch on the first day.

We're looking forward to getting to know you better! Please don't hesitate to email me at [email address] if I can answer any questions or support you in any other way.

**Sincerely,**

**[Sender's signature]**

