

**Dear [employee name],**

Welcome to [company name]!

We're delighted you've chosen to use your extraordinary talent in [talent area] to take our work to new heights. We can't even begin to list all the ways your skills will be invaluable to our company mission.

We want to make sure your first day goes as smoothly as possible. Here are some key things you should know:

- When: [Start date and time]
- Where: [Company address, including parking details and specific welcome location]
- Who: [Name of the human resources representative, manager, or co-worker responsible for greeting the new hire]
- What: [Summarize their first-day activities]

In the meantime, we encourage you to check out [company website url] to do some reading about your team and our work. 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]**

