

Dear [employee name],

Welcome to the team!

I speak for the entire [company name] when I say your extensive experience in [skill sets or industry] will be critical to our success in [relevant company goal or mission area]. We're confident you're going to make our work better, and we're so happy you've chosen to join us.

Your first day with us will be [date]. Most people on the team arrive around [time].

Plan to meet the team, sit in on several important meetings, and dive into your core objectives with [direct manager].

As a first step, you'll meet [contact name] in [office location] for a brief welcome and tour.

Contact information:

- [Office address]
- [Office main phone number]
- [Manager's main phone number]
- [Manager's email]
- [Company website]

We're all looking forward to meeting you and kicking off years of productive collaborations!

Best wishes,

[Sender's signature]

