

**Dear [employee name],**

We're absolutely thrilled you'll be joining [company name]. Your past accomplishments — [specific examples if applicable] — are a testament to your talent and perseverance. We can't wait to see what you'll achieve as part of our team.

We look forward to welcoming you in person on your first official day of work, [date]. [HR/team contact name] will be ready to greet you at [time] in the front lobby of our main office at [address].

Our office is equipped with [amenities]. Feel free to bring anything else you need or want.

We're so eager to get 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.

**Cheers,**

**[Sender's signature]**

