

**Dear [employee name],**

Welcome to the [company name] family!

We're so pleased you've decided to join us. Everyone you met during the interview process was absolutely blown away by the extent to which your personality and values align with the aspects of our culture we hold most dear.

We can't wait to share more of our culture with you as we get to know you better. We're also looking forward to welcoming you on your first day, [date].

[HR contact/manager] will reach out soon with additional details about your itinerary, important addresses, key contacts, and more.

In the meantime, we encourage you to check out [company website url] to read about your team and our work. Please don't hesitate to email me at [email address] if you have any questions or need anything at all.

**Warmest wishes,**

**[Sender's signature]**

