

Friendly and informal email for new hires

Hi [Employee Name],

Welcome to the team! We're super excited to have you on board at [Company Name].

Your first day will be [start date], and we'll make sure you have everything you need to hit the ground running. Grab a coffee and meet the team—we can't wait to get to know you.

If you have any questions before then, just shoot me an email or ping me on Slack.

Cheers,

[HR Representative Name]

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