

Professional Welcome Message for New Hire

Subject: Welcome to [Company Name] - Your First Day Information

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team as [Job Title]. Your experience and skills made you stand out among many qualified candidates, and we're excited to see the contributions you'll make.

Your first day is scheduled for [Date] at [Time]. Please report to [Location/Address] and ask for [Contact Person]. You'll begin with orientation and meet your immediate team members.

During your first week, you'll receive training on our systems, company policies, and job-specific procedures. Your manager, [Manager Name], will guide you through this process and answer any questions you may have.

Please bring the following documents on your first day: completed I-9 form, two forms of identification, direct deposit information, and emergency contact details. These were included in your onboarding packet sent separately.

We've prepared your workspace and all necessary equipment. Your employee handbook and login credentials will be provided during orientation.

If you have any questions before your start date, please don't hesitate to contact me at [Phone] or [Email]. We look forward to working with you and wish you success in your new role.

Best regards,

[HR Representative Name]

[Title]

[Company Name]

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