

Informal Welcome Message for Startup Environment

Subject: Welcome aboard! 🎉

Hi [Employee Name],

Welcome to the [Company Name] family! We're super excited to have you on board as our new [Job Title]. The whole team has been looking forward to meeting you.

Your first day is [Date] - just come in whenever you're ready after 9 AM. We're pretty flexible around here! You'll find us at [Address], and just ask anyone for [Manager Name] when you arrive.

Don't stress about the first day - we'll take good care of you. We'll grab coffee together, introduce you to everyone, and get you set up with everything you need. The dress code is whatever makes you comfortable, so feel free to dress however you like.

We've got your desk ready and your computer waiting. Oh, and we usually do team lunch on Fridays, so you picked a great week to start!

Shoot me a text at [Phone] if you need anything or can't find the office. Looking forward to having you as part of our awesome team!

Cheers,

[Name]

[Company Name]

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