

Pre-Start Welcome and Preparation Email

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

Dear [Employee Name],

Congratulations and welcome to the [Company Name] team! We are thrilled that you will be joining us as [Job Title] on [Start Date]. Your skills and experience will be a valuable addition to our [Department Name].

To help you prepare for your first day, please find the following important details:

Start Date and Time: [Date] at [Time]

Report To: [Building Name/Address]

Parking: [Parking instructions or pass information]

Dress Code: [Business casual/Professional/Casual]

Contact Person: [Name] at [Phone/Email]

Please bring the following on your first day:

- Two forms of identification (for I-9 verification)
- Voided check or bank details for direct deposit
- Completed forms (attached to this email)
- Any questions you may have

Your first week will include orientation sessions, team introductions, system training, and meetings with your manager to discuss your role and initial projects. We will provide lunch on your first day, and your workspace will be fully set up and ready for you.

If you have any questions before your start date, please don't hesitate to reach out to me directly at [Email] or [Phone].

We look forward to seeing you soon!

Best regards,

[HR Representative Name]

[Title]

[Company Name]

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