

# Formal Onboarding Welcome Letter

Subject: Welcome to [Company Name]!

Dear [Employee Name],

On behalf of everyone at [Company Name], I would like to extend a warm welcome to you. We are delighted to have you join our team as [Job Title]. Your skills, experience, and enthusiasm are highly valued, and we are confident you will make significant contributions to our organization.

Your first day will be on [Start Date]. Please report to [Location/Department] by [Time]. Our HR team will guide you through the onboarding process, including orientation, introductions, and the setup of your workspace and accounts. Enclosed with this letter are details about your training schedule, company policies, and key contacts.

We look forward to working with you and supporting your success at [Company Name].

Warm regards,

[Manager/HR Name]

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