

Official Welcome Letter from HR

Subject: Official Onboarding Welcome Letter

Dear [Employee Name],

We are pleased to officially welcome you to [Company Name]. You have been appointed to the role of [Job Title], effective [Start Date]. This letter serves to confirm your onboarding details and outline the steps you will take as you begin your employment with us.

Please arrive at [Time] on your first day at [Location]. Bring valid identification for HR processing, and be prepared to review our company handbook and compliance requirements. Your assigned HR coordinator will be your point of contact throughout the onboarding period.

We look forward to supporting you in your career at [Company Name].

Yours faithfully,

[HR Representative Name]

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