

Conditional Welcome Letter for New Colleague

Subject: Welcome to [Company Name] – Provisional Onboarding

Dear [Colleague Name],

We are pleased to provisionally welcome you to [Company Name] as [Position]. Your formal induction will begin once the required documentation is completed.

We look forward to your engagement and contributions during this period. Please contact HR for any assistance.

Best regards,

[Your Name]

[HR Department]

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