

Conditional welcome before final confirmation

Subject: Welcome to the Team – Pending Final Clearance

Dear [Employee Name],

We are excited to extend a provisional welcome to [Company Name] as [Job Title]. Your official start will begin upon completion of final background checks and verification.

Once the clearance is confirmed, you will receive detailed instructions for your first day. We look forward to having you officially join our team soon.

Sincerely,

[HR Manager]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/welcome-letter-to-new-employee>