**LETTER TEMPLATE**

**WELCOME LETTER TO NEW EMPLOYEE**

**[Date]**

Hi **[New Employee Name],**

This is just a quick note to tell you that our whole department is excited about your decision to accept our offer of employment. We couldn't be happier to welcome you to the team. As we agreed, your first day on the new job is Tuesday, **[DATE]**. We'll expect you at 9 a.m. FYI, the dress code here is business casual. We offer flexible schedules for our employees and we can talk about your normal hours when you come in on Tuesday. You will also meet your new employee mentor, Paul Smith. He'll help you get to know the company and your new department. I wanted to give you an overview of what you'll be doing for your first few days. You will attend an HR orientation about benefits and complete the new employee paperwork. We have put together a schedule for your first week.

Our goal was to orient you to both your new job and the company. With this in mind, in addition to your mentor, we have asked Margaret Briony to work with you to provide on-the-job training. She is experienced in all aspects of the job you need to learn. You'll also share an office with her so the training can be ongoing. Additionally, we have set up a meeting schedule that will put you in contact with all of the departments you will need to learn. We've set up meetings with the employees you need to meet. We'll have this schedule finalized when you arrive on Tuesday. If you have questions, please feel free to email or call me. My number is 910-244-3256.

We really look forward to working with you.

Regards,

**[NAME]**

Department Manager