**WELCOME LETTER FOR NEW EMPLOYEE**

Date

Subject: Welcome to the Atlas Publishing team!

Dear Daniel,

We met during your interview, but I’d like to introduce myself again. My name is Deb Elliot, and I am the head of human resources at Atlas Publishing. I wanted to reach out and congratulate you personally on your new position as a junior editor!

Your previous work experience as a copy editor at Hollinger & Michaelson, plus your extensive knowledge of the AP Stylebook, make you a crucial asset to our company. We are thrilled to have you join the team!

I’m happy to confirm that your first day of work will be March 28th at 8:30am. Please bring two copies of identification and be prepared to complete onboarding paperwork. You’ll also sit down with your direct manager, Harry Arnold, and go over your daily responsibilities. If there’s time, we hope to have you meet with the senior editing team. As you might have noticed during your interview, our office dress code is casual but professional.

Please see the attached employee handbook and style guide. Occasionally new hires appreciate reviewing these documents beforehand, but it’s not a requirement. Don’t hesitate to reach out at deb.ell@atlaspub.biz with any questions about your first day. We look forward to seeing you on March 28th!

All the best,

Deb Elliot

Head of Human Resources