**LETTER TEMPLATE**

**WELCOME LETTER TO NEW EMPLOYEE**

**[Date]**

Dear **[new employee name],**

Welcome to [company name]! We are so excited for you to join us. Your [short list of skills and accomplishments] make you the perfect fit for **[name of position].**

We met during your interview, but let me introduce myself again. I am **[your name],** and I will be your **[relationship to new employee].** Feel free to reach out to me with any questions during the onboarding process.

As discussed, your first day of work will be **[start date]** at **[start time].** Please bring two copies of identification and be prepared to complete onboarding paperwork. You will also sit down with your direct manager, **[direct manager name],** and go over your daily responsibilities. If there’s time, we hope to have you meet with **[related departments]**. As you might have noticed during your interview, our office dress code is **[dress code].**

Your new colleagues are excited to welcome you to the team in person. **[Colleague name]** and **[colleague name]** will be great resources for you during your first few weeks on the job. You’all meet them during onboarding and can ask any specific questions you have during that time and in the coming weeks.

Don’t hesitate to reach out at **[your preferred method of contact]** with any questions about your first day. We look forward to seeing you on **[start date].**

Sincerely,

**[Your name]**

**[Your position]**