**LETTER TEMPLATE**

**WELCOME LETTER TO GEORGIAN BAY**

**[Date]**

Dear **[New Employee Name]**:

Congratulations on your acceptance of employment at Georgian Bay Company. We hope you are as excited as we are to meet and get you started.

If you're available in the week before your start date at Georgian Bay Company, I'd like to get together in person or on the phone. This will allow me to answer any questions that you may have about the benefits package and other issues that may have come up since you accepted our job offer. We can include our Human Resources Manager for part of the meeting. He'd like to welcome you to Georgian Bay as well.

We can also spend time discussing your onboarding process. We've designed a series of activities and meetings that should quickly bring you up-to-speed on your new job. I can also answer any questions that you may have about Georgian Bay Company.

When you start a new job at Georgian Bay, we assign a senior employee as your new employee mentor. This meeting will give you the opportunity to meet her, too.

Finally, I'd like to provide you with early access to our employee wiki. If you have time prior to your start date, the information on the wiki provides a wide range of background information, access to the employee handbook, and answers to any general questions you may have about Georgian Bay Company. Since the wiki is open access for any employee, some of the quirkiness of your new coworkers will be apparent to you, too.

I understand if you are away on vacation or have other plans during this week before starting your new job. Please let me know a potential time to talk, or if your schedule allows, I'd enjoy meeting with you at Georgian Bay. Again, welcome to the Georgian Bay team. We look forward to having you come on board.

Regards,