

Subject line: Welcome on board, [new hire name]!

Hey [New Joiner Name]!

Welcome to our team! We are very happy to have you as a part of [Company Name]. We feel that you will be a valuable part of our team and contribute actively to mutual progress.

We would like to remind you that your start date is [Month, Date]. You must bring a verification document for I-9. We have a smart casual dress code, and we have a flexible working hour system. You can work for eight hours between 7 AM to 8 PM. For your first day, you will want to arrive by 9 AM. Please feel free to use the company parking lot (see map).

You can ask Elliot at the reception to help you with a temporary employee card. I will plan to meet you at my desk (see map) in the morning and take you for a quick office tour, followed by a team introduction.

Next, you will meet with Emma Ceci, our VP of HR, for orientation. You will have lunch with the team at 12:30 PM in the cafeteria.

At 1:30 PM, you will have a meeting with Ronald Johns, Operations Head, who will tell you about the tools we use and the processes we follow. Next, you will attend job profile orientation with Erica McDowell, your team lead, until 5 PM.

If you have any questions or concerns, you can reach me over email or call me at [phone number].

We are excited to have you as a part of the team and looking forward to your first day at [Company Name]!

Welcome aboard!

[Signature]

Welcoming A New Hire Email

AW Rasmussen



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