

<<<<Date>>>>

<<<<**Receivers Name**>>>>

<<<<Receivers Address>>>>

Dear <<Receivers Name>>,

Welcome to <<<Company Name>>> and congratulations on your new position of <<<job title>>>. I am delighted to have you as a member of our organization/team and I look forward to working with you.

On <<<date of first day of work>>>, you are scheduled to meet with <<<name and title>>> at <<<time>>> <<<mention venue>>>. At this time you will be given information on your orientation activities. You will need to bring the following enclosed items:

<<<List the items/documents that the employee needs to bring, eg: passport size photograph>>>>

Please feel free to call me if you have any questions prior to your first day. Again <<<name of new employee>>>, welcome to <<<Company Name>>>

Sincerely,

.....

<<<<Name of the HR Manager>>>>

HR Manager