

Welcome letter to new employee template

Dear **(Employee name)**,

Welcome to **(Company name)**! We are so excited for you to join us as **(Job role)** and start your journey with us. Your **(distinctive skills of the employee)** and your experience will make you an invaluable asset to the company.

At **(Company name)** we create a welcoming work environment where everyone can voice their ideas and be themselves. We stand for **(core company values)**.

We are looking forward to seeing you on **(Date of joining)** at **(Time they are supposed to start)** for your first day at work with us. We have planned your first day at **(company name)** to provide you with smooth onboarding.

Here is how your joining day will look like:

Time	Activity
11:00 AM	Reporting Time
11:30 AM	Induction by HR
11:30 AM – 12:30 PM	Joining formalities like setting up workstation, Laptop, ID card
12:30 PM	Introduction with team members
1:00 PM	Lunch break
2 PM onwards	Catch up with Manager and understanding duties

Below are some important contacts that might be handy on your first day

Employee Name	Designation	Phone	Email

In case you have any questions or queries, please feel free to reach out on call or email

Welcome to {Company Name}

Sincerely,

{Your Name}

{Your Designation}