Subject line: Welcome to the team, [**employee name]**!

Dear **[employee name]**,

We are thrilled to welcome you to our team and congratulate you on your new position. Out of a pool of **[number of applicants for the position]** applicants, you stood out as the top candidate and are our final choice because **[name specific skills/abilities/attributes that the candidate possesses]**.

When you arrive on **[day they’re supposed to start]** at **[time they’re supposed to start]** for your **[orientation/training/first day of work]**, ask for **[employee heading up orientation/training/supervising]** who will be **[leading your orientation/training/supervising you today]**. Please bring along **[list anything they should bring, a lunch, special equipment, pen, and paper, etc.]**.

Also, please be advised to **[let them know how to dress, and if they’ll need anything special, such as comfortable shoes, clothes appropriate for the weather, clothes that can get dirty, a hazmat suit, etc.]**.

During your first day, you can expect to **[give them a general outline of what they’ll be doing]**. If you have any questions before then, please feel free to contact me directly.

We look forward to working with you!

Sincerely,

**[Your name]**

**[Your title/position]**