**New Employee Welcome Letter Template**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[employee name]**,

Congratulations, and welcome to our team. You were our final choice of **[number of applicants for the position]** applicants. We chose you because **[name specific skills/abilities/attributes that the candidate possesses]**.

We’re looking forward to seeing you on **[day they’re supposed to start]** at **[time they’re supposed to start] for your [orientation/training/first day of work]**.

When you arrive, ask for **[employee heading up orientation/training/supervising]** who will be **[leading your orientation/training/supervising you today]**. Be sure to bring **[list anything they should bring, a lunch, special equipment, pen and paper, etc.]**.

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

During your first day, you can expect to **[give them a general outline of what they’ll be doing]**.

Sincerely,

**[Your name]**

**[Your title/position]**