

Welcome to [Agency Name]!

Dear [New Hire Name],

Welcome to the team! We are thrilled to have you join us as our new [Job Title]. We believe your skills and experience will be a great asset to [Agency Name], and we look forward to seeing the impact you will make.

To help you get started, here are the details for your first day:

- **Start Date:** [Date]
- **Start Time:** [Time]
- **Reporting To:** [Manager Name]
- **Location/Link:** [Office Address or Virtual Meeting Link]

On your first day, we will go through your onboarding schedule, introduce you to the team, and set up your necessary tools and accounts. Please ensure you have [List of required documents or equipment] ready.

If you have any questions before you begin, please feel free to reach out to [Contact Person] at [Email Address].

We are excited to work with you and are glad to have you on board!

Best regards,

[Your Name]
[Your Title]
[Agency Name]