

Dear [Candidate Name],

Welcome to [Company Name]! We are thrilled to have you join our team as a [Job Title].

Your first day will be [Start Date]. Please arrive at [Time] at our [Location/Office Address]. Upon arrival, please ask for [Manager/Buddy Name].

What to expect on your first day:

- Orientation and office tour
- Meeting your team members
- Setting up your workstation and hardware
- Reviewing your initial onboarding schedule

What to bring:

Please bring a valid form of identification and any outstanding signed documents for HR. If you are working remotely, please ensure your internet connection is ready for your first video call at [Time].

We have attached the full onboarding agenda for your first week to this email. If you have any questions before you start, please feel free to reach out to [Contact Person Name] at [Email Address].

We are excited to see the impact you will make here!

Best regards,

[Your Name]
[Your Title]
[Company Name]