

# Welcome to RELIA!

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Dear [Employee],

We are delighted to welcome you to the RELIA family.

The [marketing team] is really excited to meet you.

Your starting date will be [INSERT START DATE HERE] and [FIRSTNAME], our [JOB TITLE], will be your primary contact.

## **Dress code**

We don't have a strict dress code so just do you!!

## **Important Documents**

Please bring your ID, signed contract and banking details so we can set you up with payroll.

## **Office**

If you're a dog owner, you'll be happy to know the office is dog-friendly. Attention cat owners - after the incident in 2021 it has no longer been possible to bring cats to the office.

## **Social**

Every Friday, the marketing team grabs dinner after work, and they'd love you to join them!

Everything else you need will be sent in a follow-up email in the coming days.

All the best from everyone at RELIA,

[Signature]