**Welcome Letter Template**

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| Greetings, [employee name],  Congratulations, and thank you for joining our team. You have been the only person we considered out of [number of candidates for the position]. We chose you because [describe the candidate's special skills/abilities/attributes].  We hope to see you for your [orientation/training/first day of work] on [day they're meant to start] at [time they're due to start].  When you arrive, ask for [person in charge of orientation/training/supervising] to [conduct your orientation/training/supervising today]. Make sure they have [include any items they should bring, such as a lunch, specific equipment, a pen and paper, and so on].  Also, [let them know how to dress and whether they'll need anything special, such as comfortable shoes, weather-appropriate clothing, dirty-weather clothing, hazmat suit, etc.].  You can expect to [give them a rough sketch of what they'll be doing] on your first day.  Good Luck!!  Designation |

**New Hire Orientation Letter Example**

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| Dear Homer,  Congratulations, and thank you for joining our team. You were one of two applicants that made it to the final round. Because of your eagerness to deal with radioactive materials and apparent lack of self-preservation instinct, you were chosen.  We look forward to seeing you for your training on Friday, April 1 at 6 a.m.  When you arrive, look for Lenny, who will be your instructor. Bring donuts and a lunch with you.  You should also wear a tie and something comfortable to wear under a hazmat suit. You can expect to handle radioactive materials on your first day and be accountable for the safety and well-being of Springfield's entire population.  HR Manager |

**Format 1**

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| [Date]  [Candidate’s name]  [Candidate’s address]  Dear [Name],  We are delighted to have you onboard and we all welcome you to [Company’s Name]. You will be a great asset to us and we look forward to working with you.  We were greatly impressed by your technical knowledge of the field and also the amount of experience under your belt is highly praiseworthy [Or state few plus points of the candidates that impressed you]. We believe that we all can achieve more if we all move towards the goal as one single unit. In our firm, we treat ourselves with respect and communicate with each other. Now that you are one of us, we hope that  you will keep the tradition alive.  We ask you to adhere to the timings and all the guidelines discussed with you earlier. We see a lot of potential in you and want you to work on yourselves and for the company.  Welcome Again, [Candidate Name].  Sincerely,  [Your Name]  [Designation]  [Company Name] |

**Format 2 - Welcome Letter to Intern**

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| Dear [Intern Name],  We welcome you to our team as a [Job Title]. We believe that you have a lot of potential and we would like to give you this opportunity to work with us.  During these upcoming weeks, you will learn about [state the learnings]. You will be working under our [designation of the mentor] who have years of experience working in the industry. You will get to understand the [state things that the intern is going to learn].  Your stipend will be [specify the stipend amount] a [week,month] and as this is a work-for-hire position, all work done during your internship will be the property of the firm.  You should plan on arriving at [Time] on [Day] and we will begin.  We’re excited to have a new [designation] on our team and that we will be a part of your technical growth.  Sincerely,  [Your Name]  [Your Designation]  [Company Name] |

**Format 3 - Email Template**

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| Subject: Welcome to the [Company’s Name] [department of candidate] team!    Dear [Candidate Name],    We met during your interview, but I’d like to introduce myself again. My name is [Your Name], and I am the [Your Job Title] at [Company Name]. I wanted to reach out and congratulate you personally on your new position as a [Employee’s Job role]!    Your previous work experience as a [previous job role] at[previous company name], plus your extensive knowledge of the [specify the plus, if any], make you a crucial asset to our company. We are thrilled to have you join the team!    I’m happy to confirm that your first day of work will be [date and time]. Please bring [required documents] and be prepared to complete onboarding paperwork. You’ll also sit down with your direct manager, [Name], and go over your daily responsibilities. If there’s time, we hope to have you meet with the team. As you might have noticed during your interview, our office dress code is casual but professional.    Please see the attached employee handbook and style guide. Occasionally new hires appreciate reviewing these documents beforehand, but it’s not a requirement. Don’t hesitate to reach out at [email] with any questions about your first day. We look forward to seeing you on [date]!    All the best,  [Your Name]  [designation] |