[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Welcome to [Company Name]! We are thrilled to have you on board as our new [Job Title]. Your skills and experience will be a valuable asset to our team.

Your first day of work is [Joining Date], and you are expected to report to [Supervisor's Name] at [Department] by [Reporting Time]. Attached, you will find your employment contract, which outlines the terms and conditions of your employment, including compensation, benefits, and company policies.

We encourage you to reach out to [HR Contact Name] at [HR Contact Email/Phone] if you have any questions or require further assistance before your start date.

Once again, welcome to the [Company Name] family. We look forward to working together and achieving great success!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]