

Office onboarding - Acknowledgement of acceptance and practical information

Dear <EMPLOYEE NAME>,

Thank you very much for the completion of the new starter documents.

We are currently preparing your onboarding plan in order for you to benefit from a smooth onboarding with us.

You will be expected at the office, <OFFICE ADDRESS>, on the <START DATE> at <TIME>. Please ask for your manager, <HIRING MANAGER NAME>, at the reception.

Please note to bring your **passport or relevant right to work** in the country to the HR department on your first day.

Lastly, the office dress code is <DRESS CODE>.

Do not hesitate to reach out to us for any questions.

We are looking forward to welcome you on your first day,

Kind regards

<HR NAME
HR TITLE
HR EMAIL ADDRESS & TELEPHONE>