**Subject:** Welcome to [Company Name] – We’re Excited to Have You!

**Hi [Employee Name],**

I’m thrilled to welcome you to the team at [Company Name]! We’re excited about the experience and energy you bring as our new **[Job Title]**, and we’re looking forward to seeing the great things we’ll accomplish together.

Your first day is scheduled for **[Start Date]**, and we’ve prepared everything to help you get started smoothly:

* You’ll receive your onboarding schedule and orientation details soon.
* Your workspace and equipment will be ready for you.
* You’ll meet your team and be paired with a buddy to help you settle in.

At [Company Name], we value collaboration, innovation, and growth. We’re confident you’ll find your time here both rewarding and inspiring.

Welcome aboard—we’re so glad you’re here!

Warm regards,