

Welcome to Acme Corporation!

Dear John Doe,

We are thrilled to welcome you to the Acme Corporation team! Your first day as Software Developer will be January 15, 2024.

GETTING STARTED

- Your manager Jane Smith will meet you at 9:00 AM
- You'll be working in the Engineering department
- Your workspace will be ready at 123 Main Street, Anytown, USA

CONTACT INFORMATION

If you have any questions before your start date, please contact:

- Email: john.doe@email.com
- Phone: (555) 123-4567

We look forward to having you on board and are excited about the contributions you'll make to our team.

Best regards,

The Acme Corporation Team