Dear \*EMPLOYEE NAME\*

I’d like to welcome you to UFIX LTD. We are excited that you have accepted our job offer and agreed to start on \*START DATE\*. I trust that this email finds you mutually excited about your new employment with UFIX.

You are employed for \*DEPARTMENT NAME\* which you will find located at \*LOCATION\*. Your department manager is \*MANAGER NAME\* who will be welcoming you on your \*START DATE\* are the agreed time.

Again, I would like to welcome you to the team, and I look forward to us working together, any queries please send me an email and I will be happy to help.

Regards,

\*NAME\*