**Example 1​**

Email subject line: Welcome to [Company]

Dear [Employee’s name],

Our team at [Company] is excited to welcome you on [date]. [Team member name] will meet you in the lobby of our building at [time]. Please remember to bring your driver’s license or another form of ID!

When you arrive, [Team member’s name] will show you to your office/workstation and introduce you to other key members of [team]. It’s important to us that you feel comfortable in your new work environment, so please let us know if there are any specific accommodations that you need.

We are preparing a robust onboarding schedule to help you feel at home as soon as possible, which will be sent to you shortly. After reviewing it, please let us know of any necessary adjustments.

We look forward to working with you. Welcome to the team!

Sincerely,

[Your name]

[Job title]