**Example 3​**

Email subject line: Welcome to [Company] and [Location]!

Hi, [Employee’s Name],

Welcome to [Company]! We are delighted to have you aboard.

We also want to welcome you to [Location]. Attached is a list of resources to help you settle in, including recommendations for restaurants, local attractions, gyms, neighborhoods, schools, and parks. Please let me know if you need more assistance with your relocation or have questions about the area.

We are looking forward to your start date of [date]. Please arrive by 9 a.m. at [office location] and remember to bring your ID. When you arrive, [Team member’s name] will meet you in the lobby and give you a tour of the office, introduce you to the team, and take you to your workspace.

If you have any questions before [date], feel free to email or call me at [direct line number].

I (and the rest of the team) look forward to meeting and working with you!

Sincerely,

[Your name]

[Job title]