**Example 5​**

Subject line: Welcome aboard, [Employee’s name]!

Hi [Employee’s name]!

Welcome to the team! We are thrilled for you to join us at [company]. We know you will be a valuable asset to our company.

Just a reminder, your first day is [Date]. Please arrive by 9:30 a.m., and feel free to park in any unmarked spot in the parking lot. All you need to bring is yourself and your driver’s license or another form of ID for your I-9. We have a casual dress code, so wear something comfortable!

When you arrive, check in with [name] at reception. She will provide you with a security badge.  I’ll meet you in the lobby to introduce you to the rest of the team and show you around.

From 10 a.m. to noon, you’ll meet with [name], our HR director, for new hire orientation. We’ve also scheduled a team lunch afterward (if you have any dietary restrictions, please respond to this email and let me know!).

After lunch, I’ll introduce you to your new hire mentor, [Name], who will be your go-to person as you settle into your role of [position].

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

Once again, we’re excited to have you on the team!

[Your name]

[Job title]