**Example 6​**  
  
Email subject line: Welcome to [Company]

Dear [Employee’s name],

We are excited to welcome you to our team!

As agreed, your start date is [date.] We expect you to be in our offices by [time], and our dress code is [casual, business casual, etc.].

We have carefully planned your first days to help you settle into your role of [position] properly. You can find more details in the attached agenda.

Our team is excited to meet you and is looking forward to introducing themselves to you during [planned welcome event, lunch, etc.].

If you have any questions prior to your arrival, please feel free to email or call me at [contact information]. I’ll be more than happy to help you.

We are looking forward to working with you!

Best regards,

[Your name]

[Job title]