**New Employee Welcome Letter/Email**

Date

Dear [Employee name],

I'd like to welcome you to [insert company name]. We are excited that you have accepted our job offer. Your role is critical in reaching our targets within the Marketing Department.

I trust that this letter finds you mutually excited about your new employment with [insert company name].

We’re looking forward to seeing you on the [date] at [hour] for your employee orientation at [address]. You will meet with me to discuss your integration within our company and with Human Resources staff to discover all about employment-related issues.

Regarding our dress code, you should know it’s [casual/formal].
During your second day, you can expect to meet your team members and begin the training for the project you’ll be working on.

Again, welcome to the team. I feel excited about working with you, since your determination will bring you success on short and long term.

If you have questions before your start date, please call me at [insert your phone number], or send me an email at [insert your email address], if that is more convenient.

Regards,
[Manager signature]