



[Company Logo Delete or Replace]

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Welcome letter template

You can customise the template below to come up with your first welcome letter.

Dear [employee's name]

Welcome on board! We are excited you are joining [company name] and the [department name] team. The entire team is delighted to have a new member. I'm confident [recent education, skills and unique experience] will be valuable in helping you achieve your goals.

Firstly, allow me to introduce myself. My name is [your name] and I'm the [your role] at [company name]. We're impressed with your skills and educational background and we can wait to see you performing your duties.

As discussed earlier, you will start work on [start date] at [time]. Remember to bring some kind of identification such as a passport or driver's license and be ready to complete the onboarding paperwork. Your direct manager will have a sit-down with you to take you through your daily roles and responsibilities. You will also take a tour of the [related departments]. Please note that our dress code is casual but professional.

[Companion's name], [companion's job title], will be your companion for the first three weeks. When you get to the reception, kindly ask for [companion]. They will introduce you to the team, show you around and ensure you have everything you require. [Companion's name] will also organise a team lunch to meet and interact with all your colleagues.

Use this link [insert link] to access our employee directory to get further information about our company. Our aim is to ensure you're fully comfortable as you work for us. We have also enclosed the employment contract and benefits forms. Review them before signing and submit them on the starting day.

We're confident you'll do an excellent job and eager to welcome you in person on [date]. If you have questions about your reporting day, email me at [email address] or call [phone number].

I'm looking forward to your exemplary performance here at [Company Name].

Yours,



[Company Logo Delete or Replace]

[Your name]

[Designation]

[Your signature]

Welcome letter example

Dear Melissa,

Welcome on board! We are excited you are joining Marvel Logistics and the marketing team. The entire team is delighted to have a new member. I'm confident that your passion for marketing your previous experience and your educational background will be valuable in helping you achieve your goals.

Firstly, allow me to introduce myself. My name is Kerry Robinson and I'm the Head of Human Resources at Marvel Logistics. We're impressed with your skills and educational background and we can wait to see you performing your duties.

As discussed earlier, you will start working on 1st July 2021 at 9.00 am. Remember to bring some kind of identification such as a passport or driver's license and be ready to complete the onboarding paperwork. Your direct manager will have a sit-down with you to take you through your daily roles and responsibilities. You will also take a tour of the finance, logistics and technical departments. Please note that our dress code is casual but professional.

Mark Weber, our Marketing Assistant will be your companion for the first three weeks. When you get to the reception, kindly ask for him. He will introduce you to the team, show you around and ensure you have everything you require. Mark will also organise a team lunch to meet and interact with all your colleagues.

Use this link to access our employee directory to acquaint you with our company. Our aim is to ensure you're fully comfortable as you work for us. We have also enclosed the employment contract and benefits forms. Review them before signing and submit them on the reporting day.

We are confident you'll do an excellent job and we're eager to welcome you in person on July 1st. If you have questions about your reporting day, email me at robinsonk@marvellogistics.co.uk or call 0756783430.

I'm looking forward to your exemplary performance here at Marvel Logistics.



[Company Logo Delete or Replace]

Sincerely,

Kelly Robison,

Head of Human Resources

Marvel Logistics

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