Hi [employee name],

We are so pleased that you accepted our offer and look forward to having you join our team!

On behalf of [company name], I am thrilled to welcome you to our organization.

We hope to have you start on [date] at [time]. Should you have any questions or concerns about this start date, please feel free to reach out.

In the meantime, we've attached a few resources to help you get to know our company a little better.

Attachements

If you should have any questions while you prepare to join the team, here are a few contacts who you can connect with before your first day:

- [contact name 1]
- [contact name 2]

In the next few days, you can expect an email from your manager, [name], who will provide more details about your onboarding process.

We look forward to working with you!

Kind regards,
[Email signature and contact information]

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Info

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Contact Us

Questions?
Over Slack: #lorem
In Person: Book an Office Hours Appointment