Lorem ipsum

Dear [employee name],

Welcome to the team!

It's wonderful to officially have you on board, and I can't wait to get started on a few exciting projects with you soon. We're certain that you'll be a valuable member of our team.

In preparation for your first day, you can set up your new company email address [email address]. Use the following link, username, and password to get started:	[URL] [username] [password]

Should you have any questions, please feel free to contact me at any time.

All the best,
[manager name]