**[Date]**

**[Candidate Name]**

**[Candidate Address]**

Dear **[name],**

It is with great pleasure that I welcome you to **[company]!** We are very excited to have you on board with us!

We were very impressed with your **[experience and/or skill set]** and we think you will be a perfect addition to our team. As we agreed , your start date is **[date]** at **[time].** Our typical office hours are 9am – 5pm and our attire is business casual.

I will connect you with [person] in Human Resources to obtain your passkey, company laptop and sign all of your benefits paperwork. I have also attached the company handbook to this email for you to read.

You will also meet your mentor, **[mentor name]** when you arrive on your first day. She will guide you through the ins and outs of the office. Additionally, she will be available to answer any questions that may arise.

We are looking forward to getting you ingrained in the **[department]** team. Over the following weeks and several months, we will be working together on **[initiative].** We are incredibly grateful to have your **[skills and experiences]** to round out the team and head towards sure success!

We very much look forward to working with you.

Warm Regards,

**[Your name]**

**[Your title]**

**[Company name]**