**[Your Name]**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[employee name],**

Congratulations, and welcome to our team. You were our final choice of [number of applicants for the position] applicants. We chose you because [name specific skills/abilities/attributes that the candidate possesses].

We’re looking forward to seeing you on [day they’re supposed to start] at [time they’re supposed to start] for your [orientation/training/first day of work].

When you arrive, ask for [employee heading up orientation/training/supervising] who will be [leading your orientation/training/supervising you today]. Be sure to bring [list anything they should bring, a lunch, special equipment, pen and paper, etc.].

Also you’ll want to wear [let them know how to dress, if they’ll need anything special, such as comfortable shoes, clothes appropriate for the weather, clothes that can get dirty, hazmat suit, etc.].

During your first day, you can expect to [give them a general outline of what they’ll be doing].

 **[Your Name]**

**[Title]**

**cc: [Manager’s Name]**