March 7, 20XX

Dear Daniel,

Welcome to Atlas Publishing! We are so excited for you to join us. Your attention to detail, impressive focus and previous experience with Hollinger & Michaelson make you the perfect fit for our junior editor position. We look forward to seeing how your skills impact our editing team.

We met during your interview, but let me introduce myself again. I am Deb Elliot, and I will be your go-to HR representative. Feel free to reach out to me with any HR related questions during the onboarding process. I can also help direct you to other folks in the office who can help answer job-related questions if needed.

As discussed, your first day of work will be March 28th at 8:30 a.m. Please bring two copies of identification and be prepared to complete onboarding paperwork. You will also sit down with your direct manager, Harry Arnold, and go over your daily responsibilities. If there is time, we hope to have you meet with the senior editing team. As you might have noticed during your interview, our office dress code is casual but professional.

Your new colleagues are excited to welcome you to the team in person. Alex Anderson and Pat Bawany will be great resources for you during your first few weeks on the job. You will meet them during onboarding and can ask any specific questions you have during that time and in the coming weeks.

Do not hesitate to reach out at deb.ell@atlaspub.biz with any questions about your first day. We look forward to seeing you on March 28th!

Sincerely,

Deb Elliot

Head of Human Resources