[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]