

red·tomato

PROMOTIONAL MARKETING AGENCY

Hi [new employee name],

This is just a quick note to tell you that our whole office is excited about your decision to accept our offer of employment.

We couldn't be happier to welcome you to the team. As we agreed, your first day on the new job is [start day]. We'll expect you at 9 a.m. We offer flexible schedules for our employees and we can talk about your normal hours when you come in on [start day].

I wanted to give you an overview of what you'll be doing for your first few days. You will attend alongside the other new hire, [name], a quick orientation with me. We have put together a schedule for your first week.

Additionally, we have set up a meeting schedule so we can set an action plan to achieve your professional goals and be in line with the goals of the company. We'll have this schedule finalized when you arrive on [start day]. On Wednesdays, the entire office goes out to lunch together.

If you have questions, please feel free to email me. We are really look forward to working with you.

Regards,
[Employer name]