



*Date*

*Employee Name*

*Address*

*City, State Zip*

Dear *Employee Name*:

On behalf of our entire department, welcome to (*Employer*)! We are looking forward to your joining us as a (*New job title*) on (*Start Date*).

When you arrive on (*Start Date*), you will have the opportunity to meet your co-workers. I have also assigned (*Mentor Name*) to be your Mentor. He/she will serve as a guide and trainer during your orientation into the department. Your Mentor can be a helpful resource to answer any questions you may have.

We are all looking forward to your arrival!

Sincerely,

*Manager*