

# Formal New Employee Introduction Letter Template

[Your Company Letterhead]

**Date:** [Insert Date]

**To:** [Employee Full Name]

**Position:** [Job Title]

Dear [Employee First Name],

We are pleased to formally welcome you to **[Company Name]**. As our new **[Job Title]**, you will begin your journey with us on **[Start Date]**. We are excited to have you join our team and are confident that your skills and dedication will contribute significantly to our continued success.

You will be working with the **[Team/Department Name]**, under the supervision of **[Supervisor/Manager Name]**. On your first day, please report to the reception by **[Time]**, where you will be greeted and introduced to your team members. Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

At **[Company Name]**, we pride ourselves on maintaining a welcoming and professional workplace. Please take a moment to review the attached company policies, code of conduct, and employee handbook. Should you have any questions or require clarification, do not hesitate to reach out to Human Resources at **[HR Contact Email/Phone]**.

We look forward to your contributions and to supporting your success as a valued member of our organization. Once again, welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]