
Subject: Welcome to [Company], [Name]!

Hi [Name], we're delighted you're joining us as [Role] on [Start date]. Your first day starts at [time] at [place / video link]. [Buddy name] will be your onboarding buddy and will meet you [where]. Please bring [ID / documents]. Your first week's schedule is attached. If you have any questions before then, reply to this email or call [phone]. See you soon! [Manager name]

Notes