Welcome **[Name of New Hire]**!!!!

We’re excited you have joined KSU and specifically our HR Family.  We look forward to your arrival and want to make sure you get settled in as smoothly as possible.

As discussed, your first day will be **[date]**.  Please arrive by 8:30 am for your New Employee Orientation.  On your second day, report directly to Human Resources by **[time]**.  Dress attire is business casual.

When you arrive, check in at the front desk. I will meet you in **[the lobby, etc.]** and show you to your workstation.  I will also give you a tour of the office and introduce you to your new colleagues.

Feel free to contact me at **[number, email address, etc.]** if you have any questions before you start.

Once again, we’re thrilled to have you join us!

**[Name and signature]**