**New Employee Welcome Email Example**

**Subject: Welcome to the [Organization Name]**

Dear [First Name of the New Employee],

I am [Your Name], [Designation] of the [Organization Name]. It’s my pleasure to welcome you to [Organization’s Name]. We are excited to have you on board and hope you will also feel the same.

We will be looking forward to seeing you on [Day & Date], which will be your first day at work. Just to remind you, our working hours are from 9 am to 5 pm. I expect you to be in the office by 08:30 am on your first day so that I can introduce you to your team members and give you a short tour of the office.

We have a formal dress code so make sure to be in a formal dress and wear a tie. Just bring your joining letter and your ID with you. We hope that it will be a great pleasure working with you. We also hope that you will prove to be a valuable asset to the organization and that being an employee of our organization will be a great experience for you.

Once again, many congratulations to you. We are thrilled to have a talented person like you as our new employee and team member. Hopefully, you will be looking forward to your first day as much as we are.

Best Regards,

[Sender Name]

[Designation]