

Subject: Excited to Welcome You to The Company

Hi _____,

Welcome to The Company! We are so excited you will be joining us. There are a few things we would like to get out of the way before you start. If you wouldn't mind filling out the forms I have below and sending them back to me. I've also given you access to our online training for DEI&B as well as some other onboarding training that will need to be completed in the first few weeks of your tenure with us.

I look forward to hearing from you! Please let me know if you have any questions. I will be sending you the relevant first day information as well as your first week schedule.

Best,
Racheal