

NEW HIRE WELCOME LETTER

Company Name: _____ Employee ID: _____

Employee Information:

Full Name: _____

Position / Title: _____

Department: _____

Supervisor: _____

Welcome Message:

Dear New Employee, Welcome to our company! We are delighted to have you join our team. We believe that your skills and experience will be an invaluable addition to our organization. This letter outlines important information regarding your employment, our company policies, and your benefits.

Employment Details:

Employment Status: Full-Time Work Schedule: Standard working hours, Monday through Friday Probationary Period: 90 days from the date of hire At-Will Employment: Your employment with the company is at-will, meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Compensation and Benefits:

Your starting salary and benefits package will be provided to you separately. Benefits include health insurance, retirement plans, paid time off, and other programs as outlined in the employee handbook.

Company Policies:

You are expected to comply with all company policies and procedures, which are detailed in the employee handbook. This includes policies regarding confidentiality, workplace conduct, and safety.

Confidentiality Agreement:

As a condition of your employment, you agree to maintain the confidentiality of all proprietary and sensitive information of the company both during and after your employment term.

Acknowledgment and Acceptance:

Please read this letter carefully. Your signature below confirms your understanding and acceptance of the terms outlined herein and in the employee handbook. This letter, together with the employee handbook and any other agreements you sign, constitutes the entire agreement concerning your employment.

At-Will Employment Statement:

Your employment is at-will. This means you or the company may terminate the employment relationship at any time, with or without cause, and with or without notice, subject only to applicable laws.

Governing Law:

This letter and your employment relationship shall be governed by and construed in accordance with the laws of the United States and the applicable state law without regard to conflict of law principles.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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