Date

Subject: Sick leave for a day

Dear ‘Name of New Employee’,

It is with great pleasure that I welcome you to ‘Name of Organization’. I ‘Name of Manager’, will be your acting supervisor during your time at our organization.

On ‘Start Date’, I will be waiting at the reception to help you around the department as well as provide any assistance that you may require as a new employee.

Furthermore, you will find a reporting schedule and the summary of the ongoing project, attached to the email. Please review it so you are prepared for your first day at work.

During your contract signing, you were provided with a handbook as well as some forms to fill. I would like to remind you to read the handbook as it will provide you with in detail, the system of our organization. The forms are to be filled with the required documents attached to them and submitted to the HR department as early as possible. Without the required documents or incomplete forms, you will not be able to avail the benefits granted to you.

If you have any questions, do not hesitate to contact me. I look forward to working with you.

Sincerely,

Name of Head of Department,

Name of Department.