Hey (new hire name),

On behalf of everyone at (insert company name), welcome to the company!

I'll fill you in on the details for your first day shortly, but first I'd like to introduce you to some of your new colleagues.

* XYZ - Title
* XYZ - Title
* XYZ - Title
* XYZ - Title

You'll be working closely with them, and they're really excited for you to join us. They've all been copied on this email and will reach out to you individually over the next few days to say hey.

Your first day will be (insert date). Please arrive by (insert time). You'll find detailed directions to the office here (link to map/directions). If you have any trouble finding us, you can call me. You don't need to bring anything with you. And since our office dress code is relaxed, feel free to wear whatever you'd like.

You'll find an agenda for the day (insert link to agenda). During the lunch break, we'll go out to eat as a team. If you have any preferences in terms of cuisine, let me know!

Otherwise, if you've got any questions between now and (insert date), feel free to send an email to anyone on the team. We're here to make your transition into the company as smooth as possible.

Once again, we're very happy to have you on board!

Best,
(Your name)
(Your title)