

## **Sample Welcome Email Template (Nepal-focused)**

**Subject:** Welcome to the Team – We're Excited to Have You Onboard

Dear [Employee Name],

Welcome to [Company Name]. We're excited to have you join us as a part of our team.

Before your first day, here are a few things to help you get started:

- Reporting date and time
- Contact person for your first day
- Required documents to bring
- Dress code (if applicable)
- Brief overview of what to expect

If you have any questions, feel free to contact us anytime.

Regards,  
HR Team