

# Welcome to the Team!

Dear [Employee's Name],

We are excited to welcome you to [Company Name]! Your official start date is [Start Date], and we are looking forward to your joining us.

## Orientation Details

**Date:** [Orientation Date]

**Time:** [Orientation Time]

**Location:** [Orientation Location]

## Agenda

- Welcome and Introduction
- Company Overview
- HR Policies and Procedures
- Team Introductions
- Q&A Session

## What to Bring

- Government-issued ID
- Bank details for payroll setup
- Completed onboarding forms (attached)

If you have any questions before your start date, feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We are thrilled to have you on board and can't wait to see you at orientation!

Best Regards,

[Your Name]

[Your Title]

[Company Name]