

# New Hire Orientation Policies and Procedures

Dear [New Hire's Name],

Welcome to [Company Name]! We are excited to have you on board. The following outlines the policies and procedures that will guide you during your orientation process:

## 1. Orientation Schedule

Your orientation will take place on [Date] from [Start Time] to [End Time]. Please arrive at least 15 minutes early.

## 2. Dress Code

The dress code for orientation is [Business Casual/Casual/etc.]. Please dress appropriately to represent our company's image.

## 3. Required Documents

Please bring the following documents with you:

- Government-issued ID
- Tax forms
- Bank details for direct deposit

## 4. Code of Conduct

All new hires are expected to adhere to our company's code of conduct, which includes professionalism, respect, and integrity. A copy of the code can be found in the employee handbook.

## 5. Safety Guidelines

Your safety is our priority. During orientation, we will cover emergency procedures and workplace safety policies.

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

We look forward to seeing you and wish you a successful start at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]