

Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below are some resources and forms that will help you during your orientation period:

Orientation Schedule

- Date: [Orientation Date]
- Time: [Orientation Time]
- Location: [Meeting Room or Virtual Link]

Resources

- [Employee Handbook](#)
- [Training Portal](#)
- [IT Support](#)
- [HR Contact Information](#)

Support Contacts

If you have any questions, please feel free to reach out to the following contacts:

- **HR Department:** [HR Contact Name] - [HR Contact Email]
- **Team Lead:** [Team Lead Name] - [Team Lead Email]
- **Technical Support:** [Tech Support Name] - [Tech Support Email]

We look forward to working with you and helping you settle into your new role!

Best Regards,

[Your Name]

[Your Position]

[Company Name]