

Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]. Below is your orientation schedule:

Orientation Schedule

Date	Time	Activity	Location
[Date]	[Time]	Welcome and Introductions	[Location]
[Date]	[Time]	Company Overview	[Location]
[Date]	[Time]	Benefits and Policies Review	[Location]
[Date]	[Time]	IT Setup and Resources	[Location]
[Date]	[Time]	Team Lunch	Conference Room

If you have any questions, feel free to reach out to HR at [HR Contact Information].

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Title]

[Company Name]