

Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to welcome you to the [Company Name] family! As you embark on this new journey, we want to ensure you have all the information you need for a smooth transition into your new role.

Your orientation will take place on [Date] at [Time]. Please arrive at [Location/Virtual Link] for a day filled with information, introductions, and inspiration.

During the orientation, you will:

- Meet your team and key coworkers
- Learn about our company culture and values
- Review important policies and procedures
- Receive training on the tools and resources available to you

We encourage you to ask questions and share your thoughts throughout the day. Our goal is to help you feel comfortable and confident in your new position.

We are thrilled to have you on board and look forward to seeing all the amazing contributions you will make to our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]