

Welcome to the Team!

Dear [Employee's Name],

We are excited to have you join us at [Company Name]! Below is essential information to help you with your onboarding experience:

Start Date & Time

Your first day is scheduled for [Start Date] at [Start Time]. Please arrive at [Location] and report to [Supervisor's Name].

Documentation Required

Please bring the following documents with you on your first day:

- Identification (e.g., Driver's License, Passport)
- Social Security Card
- Bank details for direct deposit

Orientation Agenda

During your first day, you will participate in an orientation that includes:

- Company Overview
- Policy Review
- IT Setup
- Meet Your Team

Contact Information

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

We look forward to welcoming you aboard!

Best Regards,

[Your Name]

[Your Position]

[Company Name]