

Welcome to the Team!

Dear [Team Member's Name],

We are excited to welcome you to [Company Name] as a Temporary Team Member! Your first day is scheduled for [Start Date]. This letter serves as a guide to help you navigate the onboarding process.

Onboarding Schedule

- **Day 1:** Orientation and Introduction to the Team
- **Day 2:** Training on [Relevant Tools/Processes]
- **Week 1:** Meet with your Supervisor and team members

Important Information

Please find attached your onboarding manual that includes:

- Employee Policies
- Team Structure
- Contact Information

If you have any questions before your start date, feel free to reach out to us at [Contact Information].

We look forward to working with you and hope you have a fantastic experience with us!

Sincerely,

[Your Name]

[Your Position]

[Company Name]