

Welcome to Our Team!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name] as a short-term hire. This orientation handbook will provide you with essential information to help you get started in your new role.

Please take the time to review the contents, which include:

- Company Culture
- Policies and Procedures
- Your Role and Responsibilities
- Contact Information
- Health and Safety Guidelines

We are excited for you to join us and contribute to our team. Should you have any questions, please feel free to reach out.

Best Regards,
[Your Name]
[Your Title]
[Company Name]