

# Orientation Outline

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Orientation Outline for New Casual Workers

## Welcome to [Company Name]

We are excited to have you join our team! Below is an outline of the orientation program for casual workers.

### 1. Introduction

- Welcome message
- Company mission and values

### 2. Employment Policies

- Work hours and schedule
- Code of conduct
- Health and safety guidelines

### 3. Job Responsibilities

- Overview of job roles and expectations
- Performance standards

### 4. Training and Development

- Available training programs
- Career advancement opportunities

### 5. Employee Benefits

- Wages and payment schedule
- Additional benefits (if any)

### 6. Q&A Session

Open forum for any questions or clarifications.

## **Conclusion**

We look forward to your contributions and success at [Company Name].

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