

# Welcome to Our Team!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name] as a seasonal employee! Your role is vital to our success, and we are excited for you to join our team.

## Orientation Details

Orientation will be held on [Date] at [Time]. Please report to [Location].

## What to Bring

- Valid identification
- Completed paperwork
- A notebook and pen

## Agenda

1. Introduction to the Team
2. Company Policies
3. Safety Procedures
4. Job Responsibilities Overview
5. Q&A Session

## Contact Information

If you have any questions prior to orientation, please do not hesitate to reach out to [Contact Name] at [Contact Email] or [Contact Phone Number].

We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Company Name]