

Welcome to the Team!

Dear [Recruits' Names],

We are excited to welcome you to [Company Name]. Below is your orientation timetable for the upcoming week:

Date	Time	Activity	Location
Monday, [Date]	9:00 AM - 10:30 AM	Welcome Speech & Company Overview	Conference Room A
Monday, [Date]	10:45 AM - 12:00 PM	HR Policies & Procedures	Conference Room A
Tuesday, [Date]	9:00 AM - 10:30 AM	Team Introductions	Breakout Room 1
Tuesday, [Date]	10:45 AM - 12:00 PM	IT Setup & Tools Training	IT Department
Wednesday, [Date]	12:00 PM - 1:00 PM	Lunch with Mentors	Cafeteria

Please arrive 15 minutes early for each session. If you have any questions, feel free to reach out to us!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]