

Welcome to the Team!

Dear [New Team Member's Name],

We are excited to welcome you to [Company Name]! Here's your schedule for the first week as you start your journey with us:

Welcome Schedule

Date	Time	Activity	Location
Monday, [Date]	9:00 AM - 10:00 AM	Welcome Meeting	Conference Room A
Monday, [Date]	10:30 AM - 12:00 PM	HR Orientation	HR Office
Tuesday, [Date]	1:00 PM - 2:00 PM	Team Lunch	Local Restaurant
Wednesday, [Date]	11:00 AM - 12:30 PM	Department Overview	Department Meeting Room
Friday, [Date]	3:00 PM - 4:30 PM	Feedback Session	Zoom

If you have any questions or need assistance, feel free to reach out at any time. We are here to help you settle in smoothly.

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]