Welcome to the Team!

Dear [New Hire's Name],

We are excited to have you onboard at [Company Name]! Below are the guidelines for your onboarding process:

1. First Day Responsibilities

- Arrive at [start time].
- Report to [Supervisor/Manager's Name] at [Location].
- Bring necessary documents for HR records.

2. Orientation Schedule

Your orientation will take place on [Date] from [Time] to [Time]. You will learn about our company culture, policies, and procedures.

3. Training Plan

You will undergo various training sessions during your first month. Please be sure to complete all assigned modules.

4. Important Contacts

- HR Department: [HR Email/Phone]
- IT Support: [IT Email/Phone]
- Your Supervisor: [Supervisor's Email/Phone]

5. Additional Resources

For further information, please visit our internal portal at [Portal Link].

We look forward to seeing you on your first day!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]