

Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! To help you get acclimated, we have scheduled an orientation session. Below are the details:

Onboarding Schedule

Date	Time	Session	Location
[Date]	[Time]	Welcome and Introduction	[Location]
[Date]	[Time]	Company Policies	[Location]
[Date]	[Time]	Team Meet & Greet	[Location]
[Date]	[Time]	IT Setup and Training	[Location]

Please make sure to bring any necessary documents and be on time for each session. If you have any questions, feel free to reach out to [Contact Person] at [Contact Email].

We look forward to seeing you!

Best regards,

[Your Name]
[Your Position]
[Company Name]