

# Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As you begin your first day, we want to ensure that your transition is as smooth and enjoyable as possible.

Your onboarding experience will include the following:

- A brief orientation session at [Time] in [Location]
- Meeting your team members and key contacts
- Setting up your workstation and IT equipment
- A lunch with your onboarding buddy, [Buddy Name]

If you have any questions or need assistance throughout your day, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to seeing you at [Company Name]!

Best Regards,

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