

# Welcome to [Company Name]!

Dear [Employee Name],

We are excited to welcome you to our team! Below is your onboarding itinerary to help you get started:

## Onboarding Itinerary

- **Date:** [Start Date]
- **Time:** [Start Time]
- **Location:** [Office Address]

### Schedule:

1. **10:00 AM - 10:30 AM:** Welcome & Introduction
2. **10:30 AM - 11:30 AM:** HR Policies Overview
3. **11:30 AM - 12:00 PM:** IT Setup & Account Access
4. **12:00 PM - 1:00 PM:** Lunch with Team
5. **1:00 PM - 2:00 PM:** Training Session
6. **2:00 PM - 3:00 PM:** Job Role Discussion
7. **3:00 PM - 5:00 PM:** Meet Your Mentor

### Required Documents:

- Government-issued ID
- Bank details for payroll
- Completed tax forms

If you have any questions, feel free to reach out to your HR representative at [HR Email].

Looking forward to your first day!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]