

Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to welcome you to our team! Below is your orientation timetable:

Orientation Timetable

Date	Time	Activity	Location
Monday, [Date]	9:00 AM - 10:00 AM	Welcome and Introduction	Conference Room A
Monday, [Date]	10:15 AM - 11:30 AM	HR Policies Overview	Conference Room A
Monday, [Date]	11:45 AM - 12:30 PM	Team Lunch	Cafeteria
Monday, [Date]	1:00 PM - 2:30 PM	Department Overview	Department's Office
Monday, [Date]	2:45 PM - 4:00 PM	IT Setup and Training	IT Department

If you have any questions or need further assistance, please reach out to your HR representative.

We look forward to seeing you on your first day!

Best Regards,

[Your Name]

[Your Position]

[Company Name]