

# Welcome to [Franchise Name]!

Dear [New Hire's Name],

We are excited to welcome you to the team! As you start your journey with us, we want to outline some expectations for your first week.

## First Week Expectations

- **Orientation:** Attend the orientation session on [date], where you will learn about our company culture, policies, and procedures.
- **Training:** Participate in training programs scheduled throughout the week to familiarize yourself with your role and responsibilities.
- **Meet Your Team:** Take time to meet and connect with your colleagues. Building relationships is key!
- **Shadowing:** Spend time shadowing your supervisor and experienced team members to observe best practices.
- **Ask Questions:** Don't hesitate to ask questions. We encourage open communication to facilitate your learning.

We are here to support you every step of the way. Let's make your first week a great start to your career at [Franchise Name]!

Welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]