

# Welcome to [Franchise Name]!

Dear [Employee Name],

We are excited to welcome you to our team! Below is your orientation schedule to help you get started.

## Orientation Schedule

Date	Time	Activity
[Date]	[Time]	Introduction to Franchise and Company Policies
[Date]	[Time]	Training on Products/Services
[Date]	[Time]	Customer Service Training
[Date]	[Time]	Team Building Activities
[Date]	[Time]	Review of Roles and Responsibilities
[Date]	[Time]	Q&A Session

Please arrive 15 minutes early to ensure the session starts on time. If you have any questions prior to your first day, feel free to reach out.

We look forward to seeing you soon!

Best Regards,  
[Your Name]  
[Your Title]  
[Franchise Name]