

# You're Invited to Our New Employee Orientation Program!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! To help you get started on your journey with us, we invite you to our New Employee Orientation Program.

**Date:** [Date]

**Time:** [Start Time] - [End Time]

**Location:** [Location/Conference Room]

This orientation program is designed to provide you with essential information about our company culture, policies, and procedures. You will also have the opportunity to meet your colleagues and learn about the resources available to you.

Please confirm your attendance by [RSVP Date]. We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]