

Welcome to [Company Name]!

Dear [Employee Name],

We are thrilled to welcome you to the [Company Name] team! Your skills and talents will be a great addition to our organization.

Orientation Dates

Your orientation will take place on the following dates:

- **Date 1:** [Date and Time]
- **Date 2:** [Date and Time]
- **Date 3:** [Date and Time]

Please report to [Location] for the orientation sessions. During this time, you will learn more about our company culture, policies, and your benefits.

If you have any questions before your start date, feel free to reach out to [Contact Person] at [Contact Email/Phone Number].

Once again, welcome aboard! We are excited to have you on our team!

Sincerely,

[Your Name]
[Your Title]
[Company Name]