

# First Day Orientation Checklist

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you join our team. Please find below your first-day orientation checklist:

## Before You Arrive:

- Confirm start time: [Time]
- Gather documents: ID, tax forms, etc.
- Review the company handbook.

## On Your First Day:

- Check in at reception by [Time]
- Meet your orientation coordinator.
- Attend welcome presentation.
- Complete HR paperwork.
- Tour of the office.

## Lunch Plans:

- Lunch with your team at [Location].
- Discuss options for dietary needs.

## Post Orientation:

- Schedule one-on-one with your manager.
- Set up your work area and tech.
- Plan your first week goals.

If you have any questions, feel free to reach out to us. We look forward to seeing you!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]