

Welcome to Our Team!

Dear [Employee's Name],

We are thrilled to welcome you to [Company Name]. As a new member of our team, we want to ensure you have all the information you need to get started smoothly.

Orientation Schedule

- **Date:** [Orientation Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Orientation Location]

Please arrive 15 minutes early to complete any necessary paperwork. During orientation, you will meet your peers and learn more about our company culture, policies, and procedures.

If you have any questions prior to your start date, feel free to reach out to your supervisor, [Supervisor's Name], at [Supervisor's Email]. We are excited to have you on board!

Best Regards,
[Your Name]
[Your Position]
[Company Name]