

Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Your first day is scheduled for [Start Date]. Below are some important instructions and information to ensure a smooth onboarding experience.

First Day Schedule

- **Time:** Please arrive by [Start Time].
- **Location:** [Office Location/Meeting Room].
- **Contact Person:** [Supervisor/HR Contact Name] at [Contact Number].

What to Bring

- Valid identification for verification purposes.
- Your completed tax forms (if applicable).
- A notebook and pen for notes.

Dress Code

The dress code is [Business Casual/Professional]. Please dress accordingly.

Important Information

Please familiarize yourself with our company policies, which can be found in the employee handbook attached. An overview of your role and responsibilities will be provided during orientation.

Lunch Arrangements

Lunch will be provided on your first day. If you have any dietary restrictions, please inform us in advance.

We look forward to seeing you and are thrilled to have you join our team!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]