Welcome to the Team!

Dear [Employee's Name],

We are excited to have you join our organization. Below is the orientation schedule specifically designed to help you get acquainted with our company culture, policies, and your new role.

Orientation Schedule

Date	Time	Event	Location
Day 1	9:00 AM - 10:00 AM	Welcome and Introduction	Conference Room A
Day 1	10:15 AM - 12:00 PM	Company Overview	Conference Room A
Day 1	12:00 PM - 1:00 PM	Lunch Break	Cafeteria
Day 1	1:00 PM - 3:00 PM	Departmental Orientation	Department Office
Day 2	9:00 AM - 11:00 AM	HR Policies and Procedures	Conference Room B
Day 2	11:15 AM - 12:30 PM	Benefits Overview	HR Office
Day 2	12:30 PM - 1:30 PM	Lunch Break	Cafeteria
Day 2	1:30 PM - 3:00 PM	IT Setup and Training	IT Department

If you have any questions or need further information, feel free to reach out. We look forward to helping you settle in and succeed in your new role!

Sincerely,
[Your Name]
[Your Position]
[Company Name]