

Welcome to the Team!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name] as our new [Job Title]. Your start date is [Start Date].

As part of your onboarding process, we would like to provide you with some important information:

- **First Day:** Please arrive at [Time] at our [Office Location].
- **What to Bring:** Please bring [List any required documents or items].
- **Orientation Schedule:** You will participate in an orientation session from [Time] to [Time], where you will learn about our company culture, policies, and procedures.
- **Team Introduction:** You will have the opportunity to meet your team during lunch at [Lunch Time].

If you have any questions or need assistance before your start date, please don't hesitate to reach out to me at [Your Contact Information].

We are excited to have you onboard!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]