

Welcome to Our Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! Your orientation is scheduled for [Date] at [Time]. Below are the logistics you need to know:

Location:

[Address of the Orientation Venue]

Agenda:

- [9:00 AM] Welcome and Introductions
- [9:30 AM] Company Overview
- [10:30 AM] Benefits and HR Policies
- [12:00 PM] Lunch (provided)
- [1:00 PM] Department Presentations
- [3:00 PM] Questions and Closing Remarks

What to Bring:

Please bring the following documents:

- Government-issued ID
- Completed tax forms
- Any required certifications

Transportation and Parking:

If you are driving, parking is available at [Parking Location]. Public transportation options are also available through [Transit Details].

Contact Information:

If you have any questions prior to your orientation, please feel free to reach out to [Contact Name] at [Contact Email] or [Contact Phone Number].

We look forward to seeing you soon!

Best Regards,
[Your Name]

[Your Job Title]
[Company Name]