

Welcome to the New Media Team!

Dear [Employee's Name],

We are excited to welcome you to our New Media team! As you begin your journey with us, we want to provide you with some important information to help you settle in and get started.

Orientation Schedule

- **Date:** [Orientation Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Meeting Room/Link to Virtual Meeting]

What to Expect

During the orientation, you will:

- Meet your colleagues and team leaders
- Learn about our projects and goals
- Get acquainted with our tools and resources

Resources

Please review the following materials before your orientation:

- [Employee Handbook](#)
- [Company Policies](#)
- [Overview of New Media Projects](#)

If you have any questions before your start date, feel free to reach out to me at [Your Email] or [Your Phone Number]. We look forward to working with you and are excited to have you on board!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]