

Welcome to the Team!

Dear [Employee's Name],

We are thrilled to welcome you to [Company Name]! As you prepare for your first day on [Start Date], we want to share some important expectations to help you get started.

Your First Day Schedule:

- **9:00 AM:** Arrive at the office and check in with reception.
- **9:15 AM:** Welcome meeting with your manager.
- **10:00 AM:** Orientation session with HR.
- **12:00 PM:** Lunch with your team.
- **1:00 PM:** Introduction to your workspace and tools.
- **2:00 PM:** Training overview and goals discussion.

What to Bring:

- Valid identification for HR paperwork.
- Any necessary personal items for your workspace.
- A positive attitude and readiness to learn!

Expectations:

During your first few days, we encourage you to:

1. Ask questions - we are here to help you.
2. Engage with your colleagues and get to know the team.
3. Familiarize yourself with our company culture and values.

We are excited for you to join us and look forward to seeing you on your first day! If you have any questions before then, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]