

Welcome to [Company Name]!

Dear [New Employee's Name],

We are excited to welcome you to our team! Below is your orientation schedule to help you integrate into your new role:

Orientation Schedule

Date	Time	Activity	Location
[Date]	[Time]	Welcome Session	[Location]
[Date]	[Time]	HR Policies Overview	[Location]
[Date]	[Time]	Team Introduction	[Location]
[Date]	[Time]	IT Setup & Tools Training	[Location]

Please feel free to reach out if you have any questions regarding the schedule. We look forward to seeing you soon!

Best Regards,

[Your Name]

[Your Title]

[Company Name]