

Welcome to the Team!

Dear [Employee Name],

We are thrilled to have you join [Company Name] as a [Position]. This letter serves as your orientation packet, providing you with essential information to help you settle into your new role.

Important Dates:

- Orientation Date: [Date]
- Start Date: [Date]

What to Bring:

- Government-issued ID
- Bank details for payroll setup
- Any relevant documentation related to your employment

On your first day:

Please arrive by [Time] at [Location]. You will be greeted by your supervisor and provided with a tour of the office.

Contacts:

If you have any questions prior to your start date, feel free to reach out to:

- [HR Contact Name] - [HR Contact Email] - [HR Contact Phone]

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]