

Welcome to Our Team!

Dear [New Staff Member's Name],

We are excited to welcome you to [Company Name]. To help you get started on your first day, please find below the agenda:

First Day Agenda

- **8:30 AM - 9:00 AM:** Arrival and Welcome Breakfast
- **9:00 AM - 10:00 AM:** Introduction to the Team
- **10:00 AM - 11:00 AM:** Company Orientation
- **11:00 AM - 12:00 PM:** IT Setup and Login Assistance
- **12:00 PM - 1:00 PM:** Lunch Break
- **1:00 PM - 2:00 PM:** Department Overview
- **2:00 PM - 3:00 PM:** HR Policies and Procedures
- **3:00 PM - 4:00 PM:** Training Session
- **4:00 PM - 5:00 PM:** Q&A with Supervisor

We look forward to seeing you on [Start Date]!

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