

Welcome to [Company Name]

Dear [Employee's Name],

We are excited to welcome you to our team! Your orientation is scheduled for [Date] at [Time]. Please find the details below:

Orientation Schedule

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Room Name]

Agenda

1. Welcome and Introduction
2. Company Overview
3. Policies and Procedures
4. Benefits and Compensation
5. Workplace Culture and Team Introductions
6. Q&A Session

What to Bring

Please bring the following documents:

- Identification (ID)
- Bank Account Information for Payroll
- Any other required documents specified in your welcome email

Contact Information

If you have any questions, feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to seeing you soon!

Best regards,

[Your Name]
[Your Position]
[Company Name]