

Welcome to the Team!

Dear [New Hire's Name],

We are excited to have you on board! Below is your agenda for your first day at [Company Name].

First Day Agenda

- **9:00 AM - 9:30 AM:** Welcome and Introductions
- **9:30 AM - 10:00 AM:** Company Overview and Mission
- **10:00 AM - 10:30 AM:** Office Tour
- **10:30 AM - 11:00 AM:** Set Up Workstation
- **11:00 AM - 12:00 PM:** Human Resources Orientation
- **12:00 PM - 1:00 PM:** Lunch with Team Members
- **1:00 PM - 2:30 PM:** IT Setup and Training
- **2:30 PM - 3:30 PM:** Meet with Supervisor for Role Overview
- **3:30 PM - 4:00 PM:** Q&A Session
- **4:00 PM - 5:00 PM:** Wrap-Up and Goals for Week 1

We look forward to seeing you on your first day!

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