

# Welcome to [Company Name]!

Dear [Employee Name],

We are excited to welcome you to the [Job Title] team at [Company Name]. Your official start date is [Start Date], and we look forward to your contributions.

## Orientation Details

Please join us for orientation on [Date] at [Time]. The orientation will take place at [Location]. During this session, you will learn about our company culture, benefits, policies, and procedures.

## What to Bring

Kindly bring the following documents:

- Identification (e.g., driver's license, passport)
- Social Security card
- Bank information for direct deposit

## Contact Information

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

We are thrilled to have you on board and can't wait to see you at orientation!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]