Welcome to Our Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! As part of your onboarding process, we have developed an orientation plan to help you settle into your new role. Below is an overview of what you can expect:

Orientation Schedule

- **Day 1:** Introduction to Company Culture and Policies
- **Day 2:** Overview of Team Structure and Key Personnel
- **Day 3:** Training on Job-Specific Tools and Systems
- **Day 4:** Health and Safety Training
- **Day 5:** Lunch with Team Members and Q&A Session

What to Bring

- Government-issued ID
- Bank Details for Payroll
- Any necessary documents or certifications

Contact Information

If you have any questions before your start date, please reach out to me at [Contact Email] or [Phone Number].

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

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]