

Welcome to the Team!

Dear [Employee Name],

We are excited to have you join us at [Company Name]! Below is your agenda for the first week:

First Week Agenda

- **Monday:**
 - 9:00 AM - Orientation Session
 - 11:00 AM - Team Introduction
 - 1:00 PM - Lunch with Manager
 - 3:00 PM - IT Setup
- **Tuesday:**
 - 9:30 AM - Department Overview
 - 12:00 PM - Lunch & Learn
 - 2:00 PM - Project Kick-off Meeting
- **Wednesday:**
 - 10:00 AM - Training Session on Tools
 - 1:00 PM - One-on-One with Supervisor
- **Thursday:**
 - 9:00 AM - Compliance Training
 - 12:00 PM - Team Lunch
 - 3:00 PM - Check-In with HR
- **Friday:**
 - 10:00 AM - Weekly Wrap-Up Meeting
 - 1:00 PM - Feedback Session

If you have any questions or need assistance, feel free to reach out.

Welcome aboard!

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