

# Orientation Agenda for New Hires

Dear [Employee Name],

We are excited to welcome you to our team! Below is the agenda for your orientation.

## Orientation Agenda

- **9:00 AM - 9:30 AM:** Welcome and Introductions
- **9:30 AM - 10:30 AM:** Company Overview
- **10:30 AM - 11:00 AM:** Break
- **11:00 AM - 12:00 PM:** HR Policies and Procedures
- **12:00 PM - 1:00 PM:** Lunch
- **1:00 PM - 2:00 PM:** Department Overview
- **2:00 PM - 3:00 PM:** IT Setup and Resources
- **3:00 PM - 3:30 PM:** Benefits Overview
- **3:30 PM - 4:00 PM:** Q&A Session

Please feel free to reach out if you have any questions prior to your orientation.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]