

# Welcome Aboard!

Dear [Employee Name],

We are excited to welcome you to our team! Below is your orientation schedule for your first week:

## Orientation Schedule

- **Day 1:** Introduction to the Company (9 AM - 11 AM)
- **Day 1:** HR Policies and Benefits Overview (11 AM - 12 PM)
- **Day 1:** Lunch with Team (12 PM - 1 PM)
- **Day 1:** Department Overview (1 PM - 3 PM)
- **Day 2:** Software and Tools Training (9 AM - 12 PM)
- **Day 3:** Job-Specific Training (9 AM - 4 PM)
- **Day 4:** Meet with Manager (10 AM - 11 AM)
- **Day 5:** Team Building Activities (1 PM - 5 PM)

If you have any questions, feel free to reach out to your manager or HR. We look forward to seeing you soon!

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