

Welcome to Our Team!

Dear [New Staff Member's Name],

We are excited to welcome you to [Company Name]. Below is your schedule for the first week:

Welcome Schedule

Date	Time	Activity
[Date 1]	[Time]	Orientation Program
[Date 2]	[Time]	Meet Your Team
[Date 3]	[Time]	HR Policies Overview
[Date 4]	[Time]	IT Setup and Training
[Date 5]	[Time]	Lunch with Management

If you have any questions, please feel free to reach out to your supervisor.

Looking forward to an exciting journey together!

Best regards,

[Your Name]

[Your Position]

[Company Name]