

# Welcome to the Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! As part of our onboarding process, we have scheduled an IT orientation session to help you get acquainted with our systems and tools.

## Orientation Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location or Virtual Meeting Link]
- **Duration:** [Duration]

During this session, you will learn about:

- Our IT policies and procedures
- How to access your company email and other systems
- Introduction to software and tools you will be using
- How to get IT support

Please ensure you have your company laptop or device ready for setup. If you have any questions prior to the orientation, feel free to reach out to the IT department at [IT Contact Information].

Looking forward to seeing you soon!

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