

Welcome to the Transport Team!

Dear [Employee Name],

We are excited to welcome you to our transport team! As you prepare for your first day on [Start Date], we wanted to share some expectations to help you make a smooth transition.

First Day Highlights:

- **Reporting Time:** Please arrive by [Time].
- **Dress Code:** Wear comfortable attire appropriate for a transport environment.
- **Orientation:** Expect a brief orientation session from [Orientation Leader's Name] at [Location].
- **Documentation:** Bring any required documents, including identification and completed forms.
- **Meet the Team:** You'll have the opportunity to meet your team members and learn about your role.

Expectations:

- Adhere to all safety protocols and guidelines.
- Be punctual and dependable.
- Demonstrate a willingness to learn and ask questions.
- Communicate effectively with your team and supervisors.

We look forward to seeing you on your first day! If you have any questions before then, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]