

# Welcome to the Team!

Dear [Employee's Name],

We are excited to have you on board at [Company Name]. Your first day is scheduled for [Date], and we want to ensure you have all the information you need to start smoothly.

## Your First Day Schedule:

- **Time:** Please arrive by [Start Time].
- **Location:** [Office Address/Location].
- **Contact Person:** [Supervisor/Manager Name]. You can reach them at [Contact Number].

## What to Bring:

- Valid identification for HR documentation.
- Your bank details for payroll setup.
- A notebook and pen for notes.

## Dress Code:

The dress code is [Business Casual/Formal/Casual], please dress accordingly.

## Important Information:

Please make sure to complete any pre-employment forms sent to your email prior to your start date.

If you have any questions, feel free to reach out to me at [Your Email] or [Your Phone Number]. We look forward to seeing you!

Best Regards,

[Your Name]  
[Your Job Title]  
[Company Name]