

Welcome to [Company Name]!

Dear [Employee's Name],

We are thrilled to welcome you to the [Company Name] family! As you embark on this new journey, we want to ensure you feel supported and informed.

Your orientation will take place on [Date] at [Time] in [Location]. During this session, you will learn more about our company culture, policies, and the tools you will need to succeed in your new role.

Please bring any required documents and take a moment to review the attached orientation packet. We encourage you to ask questions and engage with your fellow new employees.

We are excited to have you join our team and look forward to seeing you soon!

Best,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]