

Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As you embark on this new journey with us, we want to ensure you feel supported and equipped to succeed.

Your Induction Schedule

- **Date:** [Induction Date]
- **Time:** [Induction Time]
- **Location:** [Induction Location]

What to Expect

During your induction, you will:

- Meet key team members
- Learn about our company culture and values
- Receive important information on our policies and procedures
- Participate in training sessions tailored to your role

Important Documents

Please ensure you bring the following documents:

- Identification proof
- Bank details for payroll
- Any certificates or qualifications relevant to your role

If you have any questions prior to your start date, feel free to reach out to [Contact Person] at [Contact Email/Phone].

Once again, welcome to [Company Name]! We can't wait to see all the great things you'll accomplish.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]