

# Welcome to the Team!

Dear [New Team Member's Name],

We are excited to have you join our team! Below are some onboarding instructions to help you get started:

## 1. First Day Schedule

- 9:00 AM - Orientation Meeting with HR
- 10:30 AM - Team Introduction
- 12:00 PM - Lunch with your Mentor
- 1:30 PM - IT Setup and Account Access
- 3:00 PM - Begin Training Modules

## 2. Required Documents

Please bring the following documents on your first day:

- Government-issued ID
- Bank details for payroll setup
- Completed tax forms

## 3. Resources

Access our internal resources at <http://intranet.company.com>.

## 4. Key Contacts

- HR: [hr@company.com](mailto:hr@company.com)
- IT Support: [it-support@company.com](mailto:it-support@company.com)
- Your Mentor: [Mentor's Name and Email]

If you have any questions before your start date, feel free to reach out. We look forward to seeing you soon!

Best Regards,

[Your Name]

[Your Position]

[Company Name]