

# Welcome to the Team!

Dear New Hire,

We are thrilled to welcome you to [Company Name]! As part of our commitment to your success, we have organized an orientation program designed to provide you with the tools and information you need to thrive in your new role.

Your orientation will be held on [Date] at [Location/Online Platform]. During this session, you will meet our team, learn about our company culture, and discover the resources available to you.

Please find attached the agenda for the day, along with a list of items to bring. If you have any questions, feel free to reach out to [Contact Person] at [Email/Phone Number].

We look forward to seeing you there and helping you embark on this exciting journey with us!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]