

Welcome to Your First Day!

Dear [Employee's Name],

We are excited to have you join our team! Below are some important instructions to help you get settled on your first day:

Arrival Details

- **Start Time:** [Start Time]
- **Location:** [Office Address]
- **Contact Person:** [Supervisor's Name and Phone Number]

What to Bring

- Identification (Driver's License, Passport)
- Bank Details for Payroll Setup
- Any Required Documents as Discussed

Schedule for the Day

Your first day will include:

- Introduction to Team
- Office Tour
- Review of Company Policies
- Setup of Workstation
- Lunch with Your Team

If you have any questions before your start date, feel free to reach out.

Looking forward to seeing you soon!

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]