

# Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Your new hire orientation is scheduled for [Date] at [Time]. Please arrive at [Location].

## Orientation Agenda

- Welcome and Introductions
- Company Overview
- Benefits and Policies
- IT Setup
- Q&A Session

## What to Bring

- Identification Documents
- Bank Details for Direct Deposit
- Any Questions You May Have

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

Best Regards,

[Your Name]  
[Your Job Title]  
[Company Name]