

Welcome to Our Team!

Dear [Employee's Name],

We are excited to welcome you to [Company Name] as our new [Job Title]. Your skills and talents will be a valuable addition to our administrative team.

Onboarding Schedule

Your first day will be on [Start Date]. Please arrive by [Time] at [Location]. Below is a brief outline of your onboarding schedule:

- **Orientation:** [Date & Time]
- **Welcome Lunch:** [Date & Time]
- **Training Sessions:** [Date & Time]

Important Information

During your first week, please bring the following documents:

- Identification proof
- Tax forms
- Bank details for direct deposit

Meet Your Team

We encourage you to connect with your colleagues. Here are a few key contacts:

- **Office Manager:** [Name] - [Email]
- **HR Coordinator:** [Name] - [Email]
- **Your Supervisor:** [Name] - [Email]

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

We look forward to meeting you!

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]