

New Employee Orientation Training

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you join our team.

Your orientation training is scheduled for [Date] at [Time]. It will take place at [Location/Virtual Link]. During this session, you will learn about our company culture, policies, and procedures, as well as complete necessary paperwork.

Please bring the following items with you:

- Valid ID
- Completed forms (if applicable)
- Your questions and eagerness to learn!

If you have any questions prior to the orientation, feel free to reach out to [Contact Person] at [Contact Email] or [Contact Phone Number].

We look forward to seeing you and helping you start your journey with us!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]