

Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to have you join our team on [Start Date]! As you prepare for your first day, we wanted to share some important information and expectations.

First Day Schedule

- **Time:** Please arrive by [Time].
- **Location:** Report to [Office Location/Meeting Room].
- **Dress Code:** [Business casual/formal/uniform].

What to Expect

On your first day, you will:

- Meet with [Manager/Supervisor] for an introduction.
- Complete any necessary paperwork.
- Participate in an orientation session to learn about company policies and culture.
- Tour the facility and meet your new colleagues.

What to Bring

Please come prepared with the following:

- Identification (e.g., driver's license, passport).
- Any required documents/forms, as previously discussed.
- A positive attitude and readiness to learn!

If you have any questions or need assistance before your start date, feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to seeing you soon and welcoming you to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]