

Welcome to [School/Organization Name]!

Dear [Student's Name],

We are thrilled to welcome you to [School/Organization Name]! As you embark on this exciting new journey, we want to ensure that you feel at home and supported in your transition.

Your orientation will take place on [Date] at [Time]. During this event, you will have the opportunity to meet your fellow students, engage with faculty members, and learn more about the programs and resources available to you.

We encourage you to ask questions and get involved. This is your chance to discover all that [School/Organization Name] has to offer!

If you have any questions before orientation, feel free to reach out to us at [Contact Information].

Once again, welcome! We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]