

You're Invited to Our Employee Orientation!

Dear [Employee Name],

We are excited to welcome you to [Company Name]!

Please join us for your orientation on **[Date]** at **[Time]**. The session will be held at **[Location]**.

This orientation will cover important information about our company, its values, and the resources available to you as a new employee.

Kindly RSVP by **[RSVP Date]** to ensure your place in the orientation.

We look forward to meeting you and helping you get started on your journey with us!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]