

# Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As part of our onboarding process, we have developed an overview to help you navigate your first days with us. Below are the key steps and important information you need to get started:

## Onboarding Schedule

- **Day 1:** Orientation and introduction to the company culture.
- **Day 2:** Department overview and meeting with your team.
- **Day 3:** Training on necessary tools and systems.
- **Day 4:** Shadowing and hands-on experience.
- **Day 5:** Review and Q&A session.

## Important Information

Please bring the following documents on your first day:

- Government-issued ID
- Bank information for direct deposit
- Completed tax forms

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

We look forward to seeing you on [Start Date]!

Best regards,

[Your Name]

[Your Title]

[Company Name]