[Date]

[Resident Name]
[Room/Apartment Number]

Welcome to [Facility Name]

Dear [Resident Name],

We are delighted to welcome you to your new home at [Facility Name]. Our goal is to ensure your transition is smooth, comfortable, and welcoming.

To help you settle in, we have scheduled your Orientation Meeting on:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Office]

During this orientation, we will review the following:

- Introduction to our staff and care team.
- Tour of the dining hall, activity centers, and amenities.
- Review of the daily schedule and meal times.
- Safety procedures and emergency call systems.
- Facility policies and resident rights.

Enclosed with this letter is your Resident Handbook and a calendar of this month's upcoming social events. We encourage you to join us for [Upcoming Event Name] held on [Date] to meet your neighbors.

If you have any immediate questions or need assistance with your move-in, please contact the Front Desk or your Residency Coordinator, [Name], at [Phone Number].

We are honored that you have chosen [Facility Name] and look forward to having you as part of our community.

Sincerely,

[Your Name]
[Your Title]
[Facility Name]