

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to have you join our team as a part-time [Job Title].

This letter provides the details for your upcoming orientation session:

- **Date:** [Orientation Date]
- **Time:** [Start Time]
- **Location:** [Office Address/Room Number or Video Call Link]
- **Supervisor/Point of Contact:** [Name]

During this orientation, we will cover company policies, your specific schedule, and the tools you will need to succeed in your new role. Please bring a form of identification and any completed payroll documents provided in your hiring package.

If you have any questions before your start date, please contact [Department Name] at [Phone Number] or [Email Address].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]