

Welcome to [Company/Organization Name]

Dear [Recipient Name],

Welcome! We are excited to have you join us. This letter provides your schedule and an overview of our key policies to help you get started.

Your Schedule

- **Start Date:** [Date]
- **Daily Hours:** [Start Time] to [End Time]
- **Lunch Break:** [Duration/Time]
- **Reporting To:** [Manager/Supervisor Name]

Key Policies

Please review the following essential policies:

- **Attendance:** If you are unable to attend, please notify [Contact Person] at least [Number] hours in advance.
- **Dress Code:** Our standard dress code is [Business Professional / Business Casual / Casual].
- **Communication:** Primary communication will be handled via [Email / Slack / Phone].
- **Conduct:** All members are expected to maintain a professional and respectful environment.

Please sign and return the attached handbook acknowledgment form by [Date]. If you have any questions, feel free to contact [Department/Name] at [Contact Info].

Best regards,

[Your Name]
[Your Title]
[Company Name]