

Dear [Executive Name],

We are thrilled to welcome you to the leadership team at [Company Name]. We have outlined the logistics for your first day on [Start Date] to ensure a seamless transition into your new role.

## Arrival and Entry

- **Time:** [Arrival Time]
- **Location:** [Office Address/Suite Number]
- **Point of Contact:** [Name], [Title], will meet you at the main reception.

## Schedule Highlights

- **[Time]:** Welcome coffee and office tour.
- **[Time]:** Technology and security credentials setup.
- **[Time]:** Executive lunch with [Name/Leadership Team].
- **[Time]:** Initial briefing with [Name/Direct Report].

## Logistics and Equipment

- **Parking:** Reserved executive parking is located at [Specific Location/Spot Number].
- **Workspace:** Your office is prepared and located in [Building/Floor].
- **Hardware:** Your [Laptop Type], mobile device, and accessories will be ready for configuration upon arrival.

## Required Documentation

Please bring the following items to complete your executive onboarding:

- Identification for I-9/Work Authorization.
- Signed copies of the [Specific Agreements].

If you have any questions before Monday, please reach out to [Contact Name] at [Phone Number/Email].

We look forward to your leadership and the impact you will make here.

Best regards,

[Sender Name]

[Title]

[Company Name]