

# Welcome to the Team!

Dear [Employee Name],

We are excited to have you join us. To help you get started, here is your itinerary for your first week. This schedule is designed to balance your time between the office and working remotely.

## Your First Week Schedule

Day	Location	Activities & Meetings
Monday	In-Office	Office tour, IT setup, and team lunch.
Tuesday	In-Office	Department orientation and 1:1 with Manager.
Wednesday	Remote	Virtual training modules and independent reading.
Thursday	Remote	Virtual coffee chat with the team and project deep-dive.
Friday	In-Office	Week one wrap-up and goal setting for next week.

### Important Reminders:

- **Office Address:** [Insert Office Address Here]
- **Remote Login:** Please ensure your VPN is active by Wednesday morning.
- **Point of Contact:** If you have questions, reach out to [Buddy/Manager Name].

We look forward to a great first week!

Best regards,

[Your Name/HR Department]  
[Company Name]