

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join the [Department Name] team as a [Job Title].

Your first day will be [Start Date]. Please arrive at [Time] and report to [Location/Reception].

Orientation Schedule

Time	Activity	Location/Link
09:00 AM - 10:00 AM	Welcome and Office Tour	Main Lobby
10:00 AM - 11:30 AM	HR Paperwork and Benefits Overview	Conference Room A
11:30 AM - 12:30 PM	IT Setup and Software Access	IT Department
12:30 PM - 01:30 PM	Team Welcome Lunch	Breakroom
01:30 PM - 04:00 PM	Departmental Training	Manager's Office

Onboarding Checklist

- Bring valid identification for I-9 verification.
- Review the Employee Handbook sent via email.
- Complete the online safety training module.
- Set up your workstation and internal passwords.

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

We look forward to seeing you soon!

Best regards,

[Manager Name]

[Job Title]

[Company Name]