

Subject: Orientation Schedule for [Contract Employee Name]

Dear [Contract Employee Name],

Welcome to [Company Name]. We are pleased to have you join us as a [Job Title] on a contract basis starting [Start Date].

To help you get started, we have scheduled your orientation session as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Facilitator:** [Name of HR or Manager]

During this session, we will cover the following:

- Company overview and project objectives.
- Site safety and security protocols.
- IT setup and software access.
- Invoicing and time-tracking procedures.
- Reporting structures and key contacts.

Please ensure you have your identification and any pending signed contract documents ready for verification.

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

We look forward to working with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]