

Dear [Employee Name],

Welcome to the [Department Name] team! We are excited to have you join us as our new [Job Title].

Since you are already familiar with [Company Name], your orientation will focus on the specific workflows and goals of our department. Your first day with us will be [Start Date] at [Time]. Please report to [Location/Office Number] and ask for [Manager/Mentor Name].

Orientation Schedule:

- **[Time]:** Meet the team and tour the workspace.
- **[Time]:** Systems and folder access setup.
- **[Time]:** Departmental goals and project overview.
- **[Time]:** Lunch with the team.

In the meantime, please review the attached [Document Name] to familiarize yourself with our current quarterly objectives.

We look forward to the fresh perspective you will bring to the team. If you have any questions before your start date, please feel free to reach out.

Best regards,

[Sender Name]

[Sender Title]

[Department Name]