

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

Dear [Candidate Name],

Congratulations on being selected for the [Year] Graduate Management Trainee Program at [Company Name]. We are delighted to welcome you to the team.

Your official start date will be [Start Date] at [Time]. On your first day, please report to [Location/Department] and ask for [Contact Person Name].

As a Management Trainee, you will undergo a structured rotation through various departments, including [Department 1], [Department 2], and [Department 3]. This program is designed to provide you with a comprehensive understanding of our business operations and to develop your leadership potential.

Your initial schedule for the orientation week is as follows:

- Day 1: Company Orientation and HR Induction
- Day 2: Departmental Overview and Team Introduction
- Day 3: Systems Training and Mentor Assignment

Please remember to bring the following documents on your first day:

- Signed Employment Contract
- Proof of Identification (Passport/Driver's License)
- Academic Certificates (Originals)
- Bank Account Details

We are excited about the fresh perspective and energy you will bring to our organization. If you have any questions before your start date, please contact the HR department at [Phone Number] or [Email Address].

Welcome aboard!

Best regards,

[Your Name]

[Your Title]

[Company Name]