

Date: [Insert Date]

To: [Supervisor Name]

From: [Sender Name/HR Department]

Subject: Welcome and Orientation Schedule for [New Hire Name]

Dear [Supervisor Name],

We are pleased to announce that [New Hire Name] will be joining your team as our new **Human Resources Generalist** on [Start Date].

To ensure a smooth transition, we have scheduled a supervisor orientation session for you to discuss the onboarding plan and your role in their integration. During this meeting, we will cover:

- Key responsibilities and performance expectations for the HR Generalist role.
- Onboarding checklists and departmental training requirements.
- Introduction to HR software systems and internal workflows.
- Office logistics, equipment setup, and workspace preparation.

Orientation Meeting Details:

Date: [Date of Meeting]

Time: [Time]

Location/Link: [Room Number or Virtual Meeting Link]

Prior to the new hire's arrival, please ensure that their workstation is ready and that you have identified any specific projects they will begin during their first week.

We look forward to working with you to make [New Hire Name]'s start a success. If you have any questions before our meeting, please contact the HR department.

Best regards,

[Your Name]

[Your Title]

[Company Name]