

[Date]

Dear [New Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team as a [Job Title].

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

Orientation Schedule:

- [Time]: Welcome and Office Tour
- [Time]: HR Paperwork and IT Setup
- [Time]: Team Introduction and Lunch
- [Time]: Department Specific Training

What to Bring:

- Identification for employment verification
- Direct deposit information
- Any signed documents requested previously

Key Information:

Parking: [Parking Instructions]

Dress Code: [Dress Code Policy]

Point of Contact: [Manager/Buddy Name] at [Phone Number/Email]

We look forward to seeing you soon and helping you settle into your new role.

Best regards,

[Your Name]

[Your Title]

[Company Name]