

Dear [Employee Name],

Welcome to [Company Name]!

We are thrilled to have you join us. Today marks your first day as our new [Job Title], and we are excited to see the contributions you will make to our team.

Your First Day Schedule

- [Time]: Arrival and Office Tour
- [Time]: Hardware and Software Setup
- [Time]: Team Introduction and Welcome Lunch
- [Time]: Initial Project Briefing

Key Information

Manager: [Manager Name]

Buddy/Mentor: [Buddy Name]

Workspace: [Desk Location or Remote Login Details]

If you have any questions throughout the day, please do not hesitate to reach out to [Contact Person/HR Name] at [Phone/Email].

We are glad you are here and look forward to working together!

Best regards,

[Sender Name]

[Sender Title]

[Company Name]