

[Date]

[Candidate Name]

[Address Line 1]

[Address Line 2]

Subject: Confirmation of Registration and Orientation Schedule

Dear [Candidate Name],

Congratulations on successfully completing your initial application. We are pleased to inform you that your registration with [Company/Organization Name] is now complete.

The next step in the process is our mandatory Candidate Orientation session. This session will provide you with essential information regarding our policies, workflow, and expectations.

Orientation Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Meeting Link]
- **Host:** [Name/Department]

Please ensure you have the following items ready for the session:

- A valid form of government-issued identification.
- Copies of your signed registration documents.
- [Any other specific requirements].

If you are unable to attend at the scheduled time, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance to reschedule.

We look forward to welcoming you to the team.

Best regards,

[Your Name]

[Your Title]

[Company Name]