

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join the [Department Name] team. To help you settle in, we have organized an orientation program for your first few days.

**Start Date:** [Date]

**Reporting Time:** [Time]

**Location/Link:** [Office Address or Virtual Meeting Link]

Below is your orientation schedule:

**Day 1: [Date]**

- [Time]: Welcome and Office Tour
- [Time]: HR Documentation and Benefits Overview
- [Time]: Team Lunch
- [Time]: IT Setup and Hardware Handover

**Day 2: [Date]**

- [Time]: Company Mission and Values Session
- [Time]: Department Goals and Role Overview
- [Time]: Internal Systems Training

**What to Bring:**

- [Item 1, e.g., Identification for I-9]
- [Item 2, e.g., Signed Contract]

If you have any questions before your start date, please contact [Contact Person Name] at [Email/Phone Number].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Title]

[Company Name]