

First Day Welcome and Orientation Schedule Letter

Subject: Your First Day Schedule at [Company Name]

Dear [Employee Name],

Welcome to your first day at [Company Name]! We are excited to have you join our team.

Your schedule for today:

8:30 AM - Arrival and Check-in (Reception, [Building/Floor])

9:00 AM - HR Orientation and Paperwork (Conference Room A)

10:30 AM - Office Tour and Introductions

11:30 AM - IT Setup and System Access (IT Department)

12:30 PM - Welcome Lunch with Your Team

2:00 PM - Meeting with Your Manager, [Manager Name]

3:30 PM - Department Overview and Initial Project Discussion

5:00 PM - End of Day Check-in with HR

Please arrive at Reception by 8:30 AM where [Receptionist Name] will greet you and provide your temporary access badge. Bring the documents requested in our previous email.

Your buddy/mentor, [Buddy Name], will accompany you throughout the day to help you navigate the office and answer any questions. Feel free to ask them anything!

Lunch is on us today at [Restaurant/Cafeteria]. This is a great opportunity to meet your immediate team members in a relaxed setting.

Looking forward to meeting you!

Warm regards,

[HR Representative Name]

[Title]

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