

Prepares new employee for orientation

Subject: Your First Day Orientation

Dear [Employee Name],

Welcome to [Company Name]! To help you get started, we have scheduled an orientation session on [Date] at [Time]. This session will cover company policies, procedures, and introductions to key team members.

Please bring necessary identification and complete any pre-employment paperwork prior to the session. We look forward to seeing you and helping you settle in quickly.

Sincerely,

[HR Manager]

[Company Name]

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