



Dear [first name],

Welcome to [company name]! We're thrilled that you've decided to join us, and we're looking forward to seeing you at our exciting orientation event on [weekday, month, and day] where you'll learn more about our company, culture, and what it means to be a part of [company name].

If you can't make it in person, don't worry! You can telecommute in at [insert hyperlink to resource; use text: "this link"] at [start time] [AM / PM]. Just let us know ahead of time so we can follow up with additional important day-one information.

With that out of the way, here's everything visitors to the office need to know for day one:

In-person orientation

[weekday, month, and day]

[start time] [AM / PM]–[end time] [AM / PM]

[company address]

[room number (if applicable)]

[link for directions]

Ask for [onboarding facilitator name].