Callie Lee

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September 1, 2018

Liz Jones

123 Business Rd.

Business City, NY 54321

123 Main Street,

Anytown, CA 12345

Dear Ms. Jones,

We’re writing to welcome you to Acme Industries and to tell you how much we are looking forward to you joining our team. You bring experience, knowledge, and skills that enhance our capabilities.

We’re expecting you for new employee orientation on September 15 at 9 a.m. You will meet with me to discuss your successful integration into our company and with Human Resources staff to learn about employment related issues. Our dress code is business casual.

Your new team anticipates taking you out to lunch to get to know you and to make sure you meet everyone with whom you will be working. Your agenda, for the rest of your first day, follows.

**New Employee Agenda**

9 a.m. Meet with me to detail your orientation plan and add your interests. Introduce you to your workstation and tools.

10 a.m. Meet with Human Resources to review employment information and policies.

12-1:30 p.m. Lunch with your new coworkers and me. The objective is welcome and meet the team.

1:30-2:30 p.m. Review your job description with me and set initial goals for orientation, learning, and contribution.

2:30 – 5 p.m. Meet with each of the coworkers, with whom you must work most closely to begin to understand how your jobs overlap and how you can support each other.

I anticipate that your second day will involve more coworker meetings to understand the department. You’ll also have the opportunity to continue with your new employee orientation plan and your initial work for the department.

Again, welcome to the team. If you have questions, please call me at any time. We look forward to working with you.

Sincerely,

Callie Lee