

Welcome to the Team! ■

[Your Company Name]

New Hire Name:	[Employee Name]
Position:	[Job Title]
Department:	[Department Name]
Start Date:	[Start Date]
Manager:	[Manager Name]

What's Inside This Packet:

- ✓ Personal welcome letter from your manager
- ✓ Your first week schedule
- ✓ Team directory with contact information
- ✓ Office/workspace setup guide
- ✓ Frequently asked questions
- ✓ Important contacts and resources

■ WELCOME LETTER

[Date]

Dear [Employee Name],

[Write a warm, personal welcome message from the manager or team lead. Include:]

- *Express excitement about them joining the team*
- *Briefly mention what drew you to hire them*
- *Share what they can expect in their first weeks*
- *Highlight the team culture and values*
- *Encourage them to ask questions and reach out*
- *Express confidence in their success*

[Example: We are thrilled to welcome you to [Company Name]! Your experience in [relevant area] and passion for [relevant interest] made you stand out during the interview process. We believe you will be a fantastic addition to our team...]

[Continue with 2-3 more paragraphs of personalized welcome message...]

Warm regards,

[Manager/Leader Name]

[Title]

[Company Name]

■ YOUR FIRST WEEK SCHEDULE

Here's what to expect during your first week. We've planned activities to help you get acclimated, meet the team, and set you up for success!

■ Day 1 - [Day of Week, Date]

Time	Activity	Location/Link	With Whom
[9:00 AM]	[Welcome & office tour]	[Office/Virtual]	[Manager/HR]
[9:30 AM]	[IT setup & system access]	[Your desk/IT portal]	[IT Team]
[10:30 AM]	[HR orientation & paperwork]	[HR Office/Zoom]	[HR Rep]
[12:00 PM]	[Lunch with your team]	[Conference room/Restaurant]	[Team members]
[1:30 PM]	[Review role & expectations]	[Manager office]	[Manager]
[3:00 PM]	[Meet your onboarding buddy]	[Coffee area/Virtual]	[Buddy name]
[4:00 PM]	[Wrap-up & questions]	[Your desk]	[Manager]

■ Days 2-5 - Rest of Week 1

Day	Key Activities	Focus Area	Status
Day 2	[Training sessions, tool demos, team meetings]	[Learning systems]	[]
Day 3	[Department intro, project overview, shadowing]	[Understanding workflows]	[]
Day 4	[Hands-on practice, Q&A sessions, lunch & learn]	[Skill building]	[]
Day 5	[First small task, week review, feedback session]	[Getting started]	[]

■ **Pro Tip:** Feel free to take notes during meetings and training sessions. Don't hesitate to ask questions - everyone is here to help you succeed!

■ MEET YOUR TEAM

Get to know the amazing people you'll be working with! Here's your team directory with key contacts and what each person does.

Leadership Team

Photo	Name & Title	Role & Responsibilities	Contact
[Photo Space]	[Name] [CEO/Founder]	[Brief description of role and areas they oversee]	[email@company.com] [Phone]
[Photo Space]	[Name] [Department Head]	[Brief description of role and areas they oversee]	[email@company.com] [Phone]

Your Direct Team

Photo	Name & Title	Role & Responsibilities	Contact
[Photo Space]	[Name] [Your Manager]	[What they do and how they support you]	[email@company.com] [Phone]
[Photo Space]	[Name] [Team Member]	[What they do and when to reach out]	[email@company.com] [Phone]
[Photo Space]	[Name] [Team Member]	[What they do and when to reach out]	[email@company.com] [Phone]
[Photo Space]	[Name] [Team Member]	[What they do and when to reach out]	[email@company.com] [Phone]

Key Support Contacts

Department	Contact Person	When to Reach Out	Contact Info
HR	[Name, Title]	[Benefits, payroll, policies]	[email@company.com]
IT Support	[Name, Title]	[Tech issues, access problems]	[email@company.com] [ext. XXX]
Facilities	[Name, Title]	[Office access, supplies]	[email@company.com]
Finance	[Name, Title]	[Expenses, reimbursements]	[email@company.com]

■ OFFICE MAP & WORKSPACE SETUP

Office Layout & Key Locations

[For in-office employees: Insert office map or floor plan here. Mark key locations with icons or colors.]

Location	Floor/Area	What You Need to Know
Your Desk/Workspace	[Floor, Section]	[Description of workspace, nearby amenities]
Conference Rooms	[Floor, Areas]	[How to book, naming convention]
Break Room/Kitchen	[Floor, Area]	[Coffee, snacks, refrigerator access]
Restrooms	[Floor, Areas]	[Locations on your floor]
Reception/Mail Room	[Floor, Area]	[Package delivery, guest check-in]
IT Help Desk	[Floor, Area]	[Walk-in hours, support process]
Parking/Entrance	[Location]	[Where to park, building access]

Remote Work Setup Guide

[For remote employees: Provide detailed setup instructions and best practices.]

Setup Item	Instructions	Status
Home workspace	[Create dedicated workspace, good lighting, ergonomic setup]	[]
Internet connection	[Minimum speed requirements, backup options]	[]
Video conferencing	[Install Zoom/Teams, test camera and microphone]	[]
VPN access	[Install VPN software, login credentials, usage guidelines]	[]
Communication tools	[Set up Slack/Teams, join channels, notification settings]	[]
Time tracking	[If applicable: tool setup, how to log hours]	[]
Equipment received	[Laptop, monitor, keyboard, mouse, headset]	[]

■ FREQUENTLY ASKED QUESTIONS

We've compiled answers to common questions new hires ask. If you don't see your question here, please reach out to HR or your manager!

Q: What are the office hours and work schedule?

A: [Insert your company work hours, flexibility policies, core hours if applicable]

Q: How do I request time off?

A: [Explain PTO policy, how to request, approval process, system to use]

Q: Where can I find company policies and procedures?

A: [Link to employee handbook, intranet, policy portal]

Q: How does the dress code work?

A: [Describe dress code: business casual, casual, remote flexibility]

Q: When and how do I get paid?

A: [Pay schedule, payment method, how to update direct deposit]

Q: What benefits am I eligible for?

A: [Overview of health insurance, 401k, other benefits, enrollment timeline]

Q: How do I submit expenses for reimbursement?

A: [Expense policy, system to use, approval process, timeline]

Q: What should I do if I am sick or need to be absent?

A: [Who to notify, how far in advance, sick leave policy]

Q: How do I book conference rooms or meeting spaces?

A: [Booking system, naming conventions, etiquette]

Q: Is there parking available?

A: [Parking options, costs, permits, public transit alternatives]

Q: What is the policy on working remotely?

A: [Remote work policy, hybrid options, how to request]

Q: How do performance reviews work?

A: [Review frequency, process, what to expect]

EMERGENCY CONTACTS & IMPORTANT INFORMATION

Please save these important numbers and keep them accessible at all times.

Emergency Contacts

Contact Type	Name/Details	Phone Number	Email
Emergency Services	911	911	N/A
Building Security	[Security company/contact]	[Phone]	[email@company.com]
Office Manager	[Name]	[Phone]	[email@company.com]
HR Emergency Contact	[Name]	[Phone]	[email@company.com]
IT Emergency Support	[Name/After-hours]	[Phone]	[email@company.com]
Facilities Emergency	[Name]	[Phone]	[email@company.com]

Important Company Information

Item	Information
Company Address	[Full street address, city, state, zip]
Main Phone	[Company main phone number]
Office Hours	[Operating hours, time zone]
WiFi Network	Network: [SSID] Password: [Password]
Employee Portal	[URL for intranet/employee portal]
IT Help Desk	Email: [IT email] Phone: [IT phone] Hours: [Hours]
HR Contact	Email: [HR email] Phone: [HR phone]

Quick Reference Resources

Resource	Access Link/Location	What It Is For
Employee Handbook	[URL or location]	[Policies, procedures, company info]
Training Portal	[URL]	[Online courses and certifications]
Time Tracking System	[URL]	[Log hours, request time off]
Expense System	[URL]	[Submit reimbursement requests]

Company Wiki/Knowledge Base	[URL]	[Documentation and how-to guides]
Benefits Portal	[URL]	[Health insurance, 401k management]

■ **Welcome aboard!** We are excited to have you as part of our team. Don't hesitate to reach out with any questions. Your success is our success!