Lorem ipsum

Hi {{FirstName}},

Your first day is just a week away! We are incredibly excited to have you join our team. As mentioned earlier, your start date is [date] and we'd like you to meet us at the office at [time].

We've prepared your workstation with all the necessary equipment and our team will help you set up your computer, software, and any other online accounts on your first day.

[mention any other things that you've prepared for your new hire's first day, such as equipment, parking spots, company swag, etc.]

To help you hit the ground running, we've outlined your onboarding schedule for the day below. As you can see, we've planned a few training sessions to give you a better understanding of our company and operations. You will also meet with your hiring manager first thing in the morning to discuss these plans and ask any questions.

9:00-9:30:	1:00-1:30:
9:30-10:30:	1:30-2:00:
10:30-12:00:	2:00-3:00:
Lunch	3:30-4:00:
12:00-1:00:	4:00-5:00:

If you have any questions prior to your start day, please email or call me or your direct manager and we'll be more than happy to help out:

- [contact one]
- [contact two]

Best regards,

[Your name]
[Your signature]