Welcome, [name]! Let’s kick things off.

We’re so glad you’re joining us! Your experience in QA at [company] and the problem solving you showed in the interviews really stood out - we couldn’t be more excited to have you join and start contributing. We typically start at 9:30 at [address] - if you have any trouble finding your way, just give front desk a call at [number].

Parking in the building is off the Clair Rd. exit - feel free to park anywhere! Our office plan is pretty simple (you’ll see when you get in), but if you ever get lost just ask Maria at front desk and she’ll be happy to walk you to the destination (as many times as you need - believe me, we’ve all been there).

We try to keep the first day light, so you can ease in and start learning the lay of the land. Here’s a rough schedule you can expect for the day - we’ll let you know in advance if anything changes :)

* 8:30 a.m. – 9 a.m.: Introduction, tour & key fob/company photo (Conf. Room A)
* 9 a.m. – 11 p.m.: Orientation with Rick (Conf Room A)
* 11:30 p.m. – 1 p.m.: Team lunch (location TBD)
* 1:30 p.m. – 2:30 p.m.: Workstation setup and team introductions (Team Desk)
* 3 p.m. – 5 p.m.: Coffee & Sprint Planning (Team Desk)

These times are unlikely to change, but if they do, Rick will let you know. In general, if you’re ever confused about ANYTHING, feel free to email me here, talk to Rick or Maria at front desk - seriously, don’t hesitate with any questions you have. There’s no such thing as dumb questions.

Maria will buzz you in for your first day (you’ll just have to sign something) - after that you can get in with a key fob we’ll be giving you. We’ll be setting you up with our company systems, just fill out the requisition form I’ve attached with your preferences before coming in - we just want to make sure we get you the best tools :)

And that’s it! If you have ANY questions, again, about this or anything as you get set up, don’t hesitate to ask any of us - seriously. We’re really glad to have you - take your time to ease into things, there’s no rush!

See you Monday.  
[Your Signature]