**Email 2: First Day Logistics Email**

**When to send:** 2–3 days before the start  
**Purpose:** Day 1 schedule, key links, contacts

To: Employee E-mail ID

CC: HR Team/Employee manager E-mail Id (If required)

**Subject:** What to Expect on Your First Day at [Company Name]

Hi [Employee First Name],

We’re excited to welcome you on **[Start Date]**! Here’s your first-day schedule:

🕘 **Start Time:** 9:00 AM (via Zoom – [Link])  
📋 **Agenda Highlights:**

* 9:00 AM– Welcome & IT setup
* 10:30 AM – Meet your team
* 1:00 PM – HR onboarding session

Your login credentials will be sent by IT shortly. Let us know if you need anything in advance!

Cheers,  
[Your Name]