Welcome Pack Template

Suggested Sections:

1 .Welcome Message from the Team

2. A short, warm message from the founder or manager.

3. About Us
- What we do
- Our mission and values
- Who you'll be working with (include photos if possible)
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4. Your First Week Plan
- Day 1 checklist
- Who to meet
- Tools and logins you'll receive

5. Key Policies (Summarised)
- Leave
- Internet/IT
- Code of conduct

6. Useful Contacts
- Line manager
- HR contact
- IT/admin/logistics

7. Space for Notes

8. Encourage questions or reflections during the first week.