

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],
Welcome to JCPenney!

We are excited to have you join our team as a [Job Title]. Your first day will be on [Start Date], and we look forward to seeing you at [Work Location].

Please take note of the following important details regarding your onboarding process:

1. ****Orientation Schedule****:

- Date: [Orientation Date]
- Time: [Start Time] to [End Time]
- Location: [Orientation Location]

2. ****Required Documents****: Please bring the following documents with you on your first day:

- [List of documents, e.g., identification, tax forms, etc.]

3. ****Dress Code****: Our dress code is [Casual/Formal/Uniform]. Please ensure that you adhere to this policy.

4. ****Benefits Overview****: During your onboarding, we will cover important information regarding your benefits, including health insurance, retirement plans, and employee discounts.

If you have any questions prior to your start date, feel free to reach out to me at [Your Phone Number] or [Your Email].

Once again, welcome to the team! We can't wait to see you thrive at JCPenney!

Best regards,

[Your Name]
[Your Job Title]

JCPenney
[Company Contact Information]