

Name.....Surname.....

English for digital business technology

Worksheet I: Complete the welcome email below with the appropriate words from the word bank.

orientation	company	colleagues	department	join
ID badge	Human Resources	policies	welcome	supervisor
tour	position	questions	office	schedule

Subject: Welcome to the Team!

Dear :Mr. Smith

On behalf of everyone at Innovate tech Solutions, I would like to

(1) _____ you to our (2) _____. We are all very excited to have you (3) _____ us. Your new (4) _____ is located on the 5th floor. Your direct (5) _____ will be Ms. Amanda Chen, the head of the Marketing (6) _____.

Today is your first day, so your (7) _____ will be focused on getting you settled. At 9:00 AM, you will attend the new employee (8) _____. This session will cover important company (9) _____ and procedures.

After that, please go to the (10) _____ (HR) office on the 2nd floor. They will help you finalize your paperwork and get your employee (11) _____.

At 1:00 PM, I will give you a brief (12) _____ of the (13) _____ and introduce you to your new (14) _____.

Please do not hesitate to ask if you have any (15) _____. We are here to support you.

Best regards,

David Lee HR Manager