

Welcome to [Company Name]!

Dear [Employee Name],

We are excited to invite you to the onboarding training program scheduled for [Date] at [Time]. This training is designed to help you integrate into our team and get acquainted with our company culture, policies, and procedures.

Location: [Training Venue/Link to Virtual Meeting]

Please ensure that you bring [mention any documents or items needed]. Our team is eager to assist you as you begin this new chapter with us.

If you have any questions, feel free to reach out to [Contact Person] at [Contact Email/Phone].

Looking forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Company Name]