

# Onboarding Schedule Overview

Dear [Employee Name],

Welcome to the team! We are excited to have you on board. Below is your onboarding schedule for the first week:

## Onboarding Schedule

Date	Time	Activity	Location
Monday, [Date]	9:00 AM - 11:00 AM	Orientation Session	Conference Room A
Monday, [Date]	1:00 PM - 3:00 PM	Team Introductions	Online (Zoom)
Tuesday, [Date]	10:00 AM - 12:00 PM	HR Policies Overview	HR Office
Wednesday, [Date]	1:00 PM - 4:00 PM	Systems Training	IT Training Room
Thursday, [Date]	9:00 AM - 11:00 AM	Meet Your Mentor	Cafeteria
Friday, [Date]	2:00 PM - 5:00 PM	Feedback Session	Conference Room B

If you have any questions or need further information, please feel free to reach out to your HR representative.

We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]