

Welcome Aboard!

Dear [Employee Name],

We are thrilled to welcome you to the [Company Name] team! Your skills and talents will be a valuable addition, and we are excited to have you on board.

Onboarding Timeline

- **Day 1:** Orientation and Introduction to the Team
- **Week 1:** Training on Company Policies and Procedures
- **Week 2:** Job-Specific Training with Your Supervisor
- **Month 1:** Review Progress and Goal Setting

If you have any questions, feel free to reach out. We look forward to a great journey ahead!

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]