Welcome to the Job Induction Program

Dear [Employee's Name],

We are pleased to welcome you to our team! Below is the schedule for your job induction program:

Induction Schedule

Date	Time	Session	Location
Day 1	9:00 AM - 10:00 AM	Welcome and Introduction	Conference Room A
Day 1	10:15 AM - 12:00 PM	Company Policies Overview	Conference Room A
Day 1	1:00 PM - 3:00 PM	Meet Your Team	Breakout Room 1
Day 2	9:00 AM - 11:00 AM	Training on Company Software	IT Training Room
Day 2	11:15 AM - 12:30 PM	Health and Safety Training	Conference Room B
Day 2	1:30 PM - 3:00 PM	Wrap-Up and Q&A	Conference Room A

If you have any questions regarding the schedule, please feel free to reach out to your HR representative.

Looking forward to seeing you on your first day!

Best regards,
[Your Name]
[Your Position]
[Company Name]