

Welcome to [Company Name]!

Dear [Employee Name],

We are excited to have you on board! Below is your onboarding itinerary for your first week:

Onboarding Itinerary

- **Day 1 - [Date]**
 - 9:00 AM - Welcome and Introduction
 - 10:00 AM - HR Presentation and Benefits Overview
 - 12:00 PM - Lunch with Team
 - 1:30 PM - IT Setup and Software Installations
 - 3:00 PM - Department Overview
- **Day 2 - [Date]**
 - 9:00 AM - Compliance Training
 - 11:00 AM - Safety Procedures Overview
 - 12:00 PM - Team Lunch
 - 1:30 PM - Job-Specific Training
- **Day 3 - [Date]**
 - 9:00 AM - Performance Expectations Meeting
 - 11:00 AM - Shadowing a Colleague
 - 12:00 PM - Lunch
 - 1:30 PM - Q&A Session with Manager
- **Day 4 - [Date]**
 - 9:00 AM - Review of Goals and Objectives
 - 10:00 AM - Team Building Activity
 - 12:00 PM - Lunch
 - 1:30 PM - Feedback Session
- **Day 5 - [Date]**
 - 9:00 AM - Overview of Company Culture
 - 11:00 AM - Introduction to Company Resources
 - 12:00 PM - Lunch
 - 1:30 PM - Wrap-Up and Next Steps

We look forward to your successful integration into the team!

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