

Welcome to the Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! Below is your integration schedule for the upcoming days:

Integration Schedule

Date	Time	Activity	Location
[Date 1]	[Time 1]	Orientation Session	[Location 1]
[Date 2]	[Time 2]	Team Introduction	[Location 2]
[Date 3]	[Time 3]	Training Workshop	[Location 3]
[Date 4]	[Time 4]	Feedback & Q&A Session	[Location 4]

If you have any questions, please feel free to reach out to your manager, [Manager's Name], at [Manager's Email].

We look forward to seeing you soon!

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