Onboarding Checklist and Timeline

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on board. Below is your onboarding checklist and timeline to help you get started:

Week 1: Orientation

- Complete new hire paperwork
- Setup company email and accounts
- Attend orientation session
- Meet your team and manager

Week 2: Training

- Attend training workshops
- Complete online training modules
- Shadow a colleague

Week 3: Integration

- Start working on your first project
- Schedule regular check-in meetings with your manager
- Request feedback on your performance

Ongoing: Development

- Set up a meeting with HR for career development discussion
- Join team activities and events
- Evaluate your progress quarterly

If you have any questions, feel free to reach out to your manager or HR. We wish you a smooth and successful onboarding experience!

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