

# Welcome to the Team!

Dear [New Staff Member's Name],

We are excited to welcome you to [Company Name]! Below is your onboarding schedule for the first week:

## Onboarding Schedule

- **Day 1:**
  - 9:00 AM - Welcome and Introduction
  - 10:00 AM - Company Overview
  - 12:00 PM - Lunch with Team
  - 1:00 PM - IT Setup and Access
  - 3:00 PM - Review of Policies and Procedures
  - 4:30 PM - Q&A Session
- **Day 2:**
  - 9:00 AM - Training Session: [Specific Topic]
  - 12:00 PM - Lunch Break
  - 1:00 PM - Job Shadowing
  - 4:00 PM - Check-in with Manager
- **Day 3:**
  - 9:00 AM - Start of Regular Duties with Mentorship
  - 12:00 PM - Lunch
  - 3:00 PM - Feedback Session

If you have any questions, feel free to reach out. We look forward to working with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]