

Welcome to Our Team!

Dear [Employee Name],

We are excited to have you on board as our new [Job Title]! To help you get started, we have scheduled a series of onboarding sessions.

Onboarding Schedule

- **Session 1:** Introduction to Company Culture
Date: [Date]
Time: [Time]
Location: [Location]
- **Session 2:** Team Meet and Greet
Date: [Date]
Time: [Time]
Location: [Location]
- **Session 3:** Overview of Policies and Procedures
Date: [Date]
Time: [Time]
Location: [Location]

Please make sure to bring any required documents. We are looking forward to welcoming you and helping you settle into your new role.

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