

Training and Onboarding Plan

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Company Name]

Subject: Your Training and Onboarding Plan

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As part of your onboarding process, we have prepared a comprehensive training plan to help you get started and succeed in your new role. Below is an overview of the training and onboarding activities:

Week 1: Orientation

- Company Overview and Culture
- HR Policies and Procedures
- Introductory Meetings with Team Members

Week 2: Role-Specific Training

- Job Responsibilities Overview
- Software and Tools Training
- Shadowing a Team Member

Week 3: Independent Work and Check-ins

- Assign Key Tasks
- Weekly Check-in Meetings
- Feedback and Questions Session

Please review the above plan, and let us know if you have any questions. We look forward to supporting you as you transition into your new position.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]