

Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to welcome you to our team. Below is an overview of the onboarding process to help you get started:

Onboarding Schedule

- **Week 1:** Orientation and Introduction to Company Culture
- **Week 2:** Departmental Training and Job Functions
- **Week 3:** Goal Setting and Performance Expectations
- **Week 4:** Feedback Session and Q&A

Key Documentation

Please ensure you complete the following documents by your first day:

- Employee Handbook Acknowledgment
- Tax Information Form
- Direct Deposit Authorization

Resources

For additional resources, please visit our employee portal at [Portal Link].

We look forward to supporting you during your onboarding journey!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]