Welcome to Our Onboarding Program

Dear [New Employee's Name],

We are excited to have you join our team! Below is the agenda for your onboarding program:

Onboarding Program Agenda

- **Day 1: Introduction and Orientation**
  - 9:00 AM - Welcome Breakfast
  - 10:00 AM - Company Overview
  - 11:00 AM - HR Policies and Procedures
  - 12:00 PM - Lunch
  - 1:00 PM - IT Setup and Account Creation
  - 3:00 PM - Office Tour
  - 4:00 PM - Q&A Session
- **Day 2: Departmental Training**
  - 9:00 AM - Meet Your Team
  - 10:00 AM - Role-Specific Training
  - 12:00 PM - Lunch
  - 1:00 PM - Shadowing a Colleague
  - 3:00 PM - Feedback Session
- **Day 3: Integration and Networking**
  - 9:00 AM - Join a Team Meeting
  - 11:00 AM - Introduction to Project Work
  - 12:00 PM - Team Lunch
  - 2:00 PM - Networking with Other Departments
  - 4:00 PM - Wrap-Up and Next Steps

We look forward to seeing you on your first day!

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