

Welcome to the Team!

Dear [Employee Name],

We are excited to have you join us at [Company Name]. To help you get started, we have prepared an onboarding training schedule. Please find the details below:

Onboarding Training Schedule

Date	Time	Session	Trainer
Day 1: [Date]	[Time]	Introduction to the Company	[Trainer Name]
Day 2: [Date]	[Time]	Compliance Training	[Trainer Name]
Day 3: [Date]	[Time]	Department Overview	[Trainer Name]
Day 4: [Date]	[Time]	Systems Training	[Trainer Name]
Day 5: [Date]	[Time]	Q&A Session	[Trainer Name]

Please feel free to reach out if you have any questions. We look forward to your first day!

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