Virtual Onboarding Program Agenda

Dear [New Employee's Name],

We are excited to welcome you to [Company Name]! Below is the agenda for your upcoming virtual onboarding program.

Onboarding Agenda

- **Date:** [Date]
- **Time:** [Start Time] - [End Time] [Time Zone]
- **Platform:** [Zoom/Teams/Other]
- **Link:** [Meeting Link]

Schedule

- **09:00 AM - 09:30 AM:** Welcome Session
- **09:30 AM - 10:00 AM:** Company Overview
- **10:00 AM - 10:30 AM:** Team Introductions
- **10:30 AM - 11:00 AM:** HR Policies and Benefits
- **11:00 AM - 12:00 PM:** Role-specific Training
- **12:00 PM - 12:30 PM:** Q&A Session

Please ensure you have a stable internet connection and are ready to join 10 minutes early. We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]