

# Onboarding Participation Confirmation

Dear [Employee's Name],

We are pleased to confirm your participation in the virtual onboarding program scheduled for [Date] at [Time]. The session will be conducted via [Platform/Link].

Please ensure you have access to a stable internet connection and a quiet environment for the duration of the onboarding. An agenda and further details will be sent closer to the date.

We look forward to welcoming you and helping you get started at [Company Name]!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]