

Welcome to [Company Name]

Dear [Employee's Name],

We are pleased to welcome you to our team at [Company Name]. As part of your onboarding process, we have scheduled an induction program to help you settle into your new role.

Induction Schedule

Date	Time	Activity	Location
[Date 1]	[Time 1]	Introduction to Company Policies	[Location 1]
[Date 2]	[Time 2]	Team Meet & Greet	[Location 2]
[Date 3]	[Time 3]	Training Session on Tools & Resources	[Location 3]
[Date 4]	[Time 4]	HR Policies & Benefits Overview	[Location 4]

Please bring along any documents required for your onboarding. If you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

We look forward to seeing you and are excited to have you on board!

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]