

Integration Plan for [Candidate's Name]

Date: [Insert Date]

Dear [Candidate's Name],

We are excited to welcome you to [Company Name]! This letter outlines your integration plan to help you settle into your new role smoothly and effectively.

Week 1: Orientation and Introduction

- Day 1: Welcome meeting with HR and team introductions
- Day 2: Overview of company policies and procedures
- Day 3: Training on essential tools and software
- Day 4: Lunch with your team
- Day 5: Q&A session to address any concerns

Week 2: Role-Specific Training

- Mentorship pairing with [Mentor's Name]
- Shadowing team members on projects
- Hands-on training sessions with [Department/Team]

Ongoing Support

Your manager, [Manager's Name], will provide regular check-ins during your first 90 days. Please feel free to reach out anytime with questions or for assistance.

We look forward to your contributions and are thrilled to have you as part of the [Company Name] family.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]