

# Welcome to [Company Name]

Dear [Employee Name],

We are excited to have you join our team! Below is your onboarding agenda to help you get started:

## Onboarding Agenda

- **Date:** [Start Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Office/Remote]

### Day 1: Introduction

- 9:00 AM - 10:00 AM: Welcome Session
- 10:00 AM - 12:00 PM: Company Overview
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 3:00 PM: Team Introductions
- 3:00 PM - 5:00 PM: IT Setup

### Day 2: Training

- 9:00 AM - 12:00 PM: Role-Specific Training
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 3:00 PM: Compliance Training
- 3:00 PM - 5:00 PM: Shadowing Sessions

### Day 3: Integration

- 9:00 AM - 12:00 PM: Project Overview
- 12:00 PM - 1:00 PM: Lunch
- 1:00 PM - 5:00 PM: Meet with Manager

If you have any questions prior to your start date, please feel free to reach out to [Contact Person] at [Contact Email].

We look forward to seeing you soon!

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]