

Welcome to the Team!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name]! As part of your onboarding process, we have developed a comprehensive plan to help you integrate smoothly into our team.

Onboarding Schedule

- **Week 1:** Orientation & Introduction to Company Policies
- **Week 2:** Department Overview & Job-Specific Training
- **Week 3:** Shadowing Team Members & Hands-on Projects
- **Week 4:** Performance Review & Feedback Session

Resources

You will have access to the following resources:

- Employee Handbook
- Training Modules
- Mentor Assignment
- Company Intranet Access

Check-Ins

We will have weekly check-ins to discuss your progress, address any questions, and ensure you are feeling comfortable in your new role.

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

We look forward to your start date on [Start Date]!

Best Regards,

[Your Name]

[Your Position]

[Company Name]