

Welcome to the Team!

Dear [New Employee's Name],

We are excited to have you on board and would like to provide you with an onboarding roadmap to help you acclimate smoothly into your new role.

Week 1: Orientation and Training

- Day 1: Welcome meeting with HR
- Day 2: Introduction to company policies and culture
- Day 3: IT setup and software training
- Day 4: Department overview with team leads
- Day 5: Shadowing experienced team members

Week 2: Role Specific Training

- Understanding your role and responsibilities
- Further training on tools and resources
- Setting individual goals and expectations

Week 3: Integration and Feedback

- Participate in team meetings
- One-on-one feedback session with your manager
- Set up a mentorship with a senior colleague

If you have any questions during your onboarding process, please feel free to reach out to your manager or the HR team.

We're glad to have you with us!

Best Regards,

[Your Name]

[Your Position]

[Company Name]