

# Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to welcome you to the [Company Name] family! Please find below your onboarding schedule for your first week:

## Onboarding Schedule

Date	Time	Activity	Location/Platform
[Start Date]	9:00 AM - 10:00 AM	Welcome Orientation	Conference Room A
[Start Date]	10:15 AM - 12:00 PM	HR Policies & Procedures	Conference Room A
[Start Date]	1:00 PM - 3:00 PM	IT Setup & Training	IT Department
[Start Date + 1 Day]	9:00 AM - 10:30 AM	Team Introduction	Virtual Meeting
[Start Date + 1 Day]	11:00 AM - 12:30 PM	Role-Specific Training	[Department Location]

Please feel free to reach out to [HR Contact Name] at [HR Contact Email] if you have any questions.

Looking forward to seeing you soon!

Best regards,

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