

Training Schedule

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! Below is your training schedule for the first week:

Week of [Start Date]

Date	Time	Session	Location
[Date 1]	[Time 1]	Orientation	[Location]
[Date 2]	[Time 2]	Compliance Training	[Location]
[Date 3]	[Time 3]	Team Introduction	[Location]
[Date 4]	[Time 4]	Job-Specific Training	[Location]
[Date 5]	[Time 5]	Feedback Session	[Location]

Please make sure to prepare any necessary materials ahead of time. If you have any questions, feel free to reach out.

Looking forward to seeing you soon!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]