

Recruitment Timeline Expectations for New Hires

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]. Below is the recruitment timeline that outlines the key steps and expectations as you prepare for your onboarding journey.

Recruitment Timeline

- **Acceptance of Offer:** Please confirm your acceptance by [Date].
- **Background Check:** Completion by [Date]. Please ensure all necessary documents are submitted.
- **Onboarding Information Session:** Scheduled for [Date]. Attendance is mandatory.
- **First Day:** [Start Date]. Arrive at [Time] at [Location].
- **Initial Training:** From [Date] to [Date]. Details will be provided.

Should you have any questions concerning the timeline or any other aspect of your onboarding, please do not hesitate to reach out.

Welcome aboard!

Sincerely,

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