Welcome to [Company Name]!

Dear [Employee Name],

We are excited to have you join our team! This letter serves as an overview of the onboarding process to help you settle in and get started on the right foot.

Onboarding Schedule

- **Week 1:** Introduction to the Company, Team Meetings, HR Orientation
- **Week 2:** Training on Tools and Technologies
- **Week 3:** Shadowing Team Members
- **Week 4:** First Project Assignment

Important Contacts

- HR Department: [HR Email] | [HR Phone]
- IT Support: [IT Email] | [IT Phone]
- Your Manager: [Manager Name] | [Manager Email]

Resources

Please refer to our onboarding portal at [Onboarding Portal Link] for additional resources, including training materials and company policies.

We look forward to seeing you on your first day, [Start Date]!

Best Regards,

[Your Name]
[Your Position]
[Company Name]