

# Employee Induction Program Timetable

Date: [Insert Date]

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below is your timetable for the induction program:

<b>Time</b>	<b>Activity</b>	<b>Venue</b>
9:00 AM - 9:30 AM	Welcome Speech	Conference Room A
9:30 AM - 10:30 AM	Company Overview	Conference Room A
10:30 AM - 11:00 AM	Break	Cafe Area
11:00 AM - 12:00 PM	HR Policies and Procedures	Conference Room B
12:00 PM - 1:00 PM	Lunch	Cafe Area
1:00 PM - 2:30 PM	Team Introduction	Conference Room C
2:30 PM - 3:00 PM	Health & Safety Briefing	Conference Room A
3:00 PM - 4:00 PM	IT Setup and Security	IT Department
4:00 PM - 5:00 PM	Q&A Session	Conference Room A

We look forward to your participation in the induction program. Please feel free to reach out if you have any questions.

Best Regards,

[Your Name]

[Your Position]

[Company Name]