

Welcome to the Team!

Dear [New Team Member's Name],

We are excited to welcome you to [Company Name]! Your onboarding is scheduled as follows:

Onboarding Schedule

- **Day 1:** Introduction to Company Culture and Policies
- **Day 2:** Department Overview and Team Meeting
- **Day 3:** Training on Tools and Resources
- **Day 4:** Shadowing a Team Member
- **Day 5:** Q&A Session with HR

Please ensure you complete the necessary paperwork before your first day. If you have any questions, feel free to reach out to your supervisor.

Looking forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]