

Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As part of your onboarding process, we have scheduled a workshop to help you transition smoothly into your new role.

Onboarding Workshop Schedule

Date	Time	Session	Facilitator
Monday, [Date]	9:00 AM - 10:30 AM	Company Overview	[Facilitator Name]
Tuesday, [Date]	10:00 AM - 11:30 AM	Team Introductions	[Facilitator Name]
Wednesday, [Date]	1:00 PM - 2:30 PM	Tools and Resources	[Facilitator Name]
Thursday, [Date]	11:00 AM - 12:30 PM	Company Culture	[Facilitator Name]
Friday, [Date]	2:00 PM - 3:30 PM	Q&A Session	[Facilitator Name]

Please mark your calendar for these dates. We look forward to seeing you there!

Best regards,
[Your Name]
[Your Position]
[Company Name]