

Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! To ensure a smooth onboarding process, we have scheduled a training program for you.

Your Training Schedule:

Date	Time	Session Title	Location
[Date 1]	[Time 1]	Introduction to Company Policies	Conference Room A
[Date 2]	[Time 2]	Compliance Training	Conference Room B
[Date 3]	[Time 3]	Job Role Specific Training	Conference Room C
[Date 4]	[Time 4]	Team Building Activities	Outdoor Area

Should you have any questions or require further assistance, feel free to reach out to your supervisor or the HR department.

Looking forward to seeing you at the training!

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