

Welcome to the Team!

Dear [New Recruit's Name],

We are thrilled to welcome you to [Company Name]! As you begin your journey with us, we want to ensure that you have all the resources and support you need to thrive during your onboarding process.

Onboarding Schedule

Your onboarding will begin on [Start Date]. Here's what you can expect:

- **Day 1:** Orientation and Introduction to Company Culture
- **Day 2:** Department Overview and Meet Your Team
- **Day 3:** Training on Tools and Resources
- **Day 4:** Continued Training and Q&A Session
- **Day 5:** Review and Feedback

Resources

We have prepared an onboarding guide that includes all the important information about our policies, benefits, and procedures. You can access it here: [Link to Onboarding Guide].

Support

Throughout your onboarding, feel free to reach out to your assigned mentor, [Mentor's Name], at [Mentor's Email] for any assistance you may need.

We are excited to have you on board and look forward to supporting you as you settle in!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]