

# Onboarding Training Schedule

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below is your training schedule to help you get started:

## Week 1: Introduction and Orientation

- **Day 1:** Company Overview and Policies (10:00 AM - 12:00 PM)
- **Day 2:** Team Introductions and Role Overview (10:00 AM - 12:00 PM)
- **Day 3:** HR Policies and Benefits (1:00 PM - 3:00 PM)
- **Day 4:** Workplace Safety Training (1:00 PM - 3:00 PM)
- **Day 5:** IT Setup and Tools Training (10:00 AM - 12:00 PM)

## Week 2: Role-Specific Training

- **Day 1:** Overview of [specific job functions] (10:00 AM - 12:00 PM)
- **Day 2:** Product Training (1:00 PM - 3:00 PM)
- **Day 3:** Shadowing a Team Member (All Day)
- **Day 4:** Hands-On Practice (1:00 PM - 3:00 PM)
- **Day 5:** Feedback and Q&A Session (10:00 AM - 12:00 PM)

Please feel free to reach out if you have any questions or need further information.

Looking forward to seeing you!

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