

Welcome to the Team!

Dear [Employee Name],

We are excited to have you join our team at [Company Name]! As part of your onboarding process, we have designed a comprehensive training program to help you get acquainted with your new role and the company culture.

Training Overview

- **Orientation Session:** An introduction to the company, its mission, and values.
- **Departmental Overview:** A deep dive into your team's function and objectives.
- **Policies and Procedures:** Overview of company policies, procedures, and compliance training.
- **Role-specific Training:** Skills and tools specific to your position.
- **Team Integration Activities:** Opportunities to meet your colleagues and build relationships.

Training Schedule

Your training will begin on [Start Date] and will include the following sessions:

- [Session 1]: [Date & Time]
- [Session 2]: [Date & Time]
- [Session 3]: [Date & Time]

Support and Resources

Throughout your training, you will have access to various resources, including:

- Your onboarding buddy: [Buddy Name]
- Employee handbook
- Access to online training platforms

If you have any questions or need further information, please feel free to reach out to your supervisor or the HR department.

We look forward to supporting you in your journey at [Company Name]!

Best regards,

[Your Name]

[Your Position]

[Company Name]