Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to have you join our team! Below is an overview of the onboarding process:

Onboarding Schedule

- **Day 1:** Orientation and Introduction to Company Culture
- **Week 1:** Department Training and Meet Your Team
- **Week 2:** Systems Training and Compliance Overview
- **Month 1:** Performance Expectations and Goal Setting

Resources Available

You will have access to the following resources to help you during your onboarding:

- Employee Handbook
- Company Policy Documents
- Training Materials
- Mentor/Buddy Assignment

Key Contacts

Feel free to reach out to the following individuals if you have any questions:

- **HR Manager:** [HR Manager's Name] - [Email]
- **Your Supervisor:** [Supervisor's Name] - [Email]
- **IT Support:** [IT Support Contact] - [Email]

We look forward to supporting you during your onboarding journey!

Best regards,
The [Company Name] Team