

Onboarding Progress Outline

Dear [Client's Name],

We are excited to welcome you to [Company Name]! Below is an outline of the onboarding process we will follow to ensure a smooth and efficient start.

Onboarding Progress Outline

1. **Welcome Package**
 - Sent: [Date Sent]
 - Contents: [Brief Description]
2. **Kick-off Meeting**
 - Scheduled: [Date and Time]
 - Participants: [List of Participants]
3. **Training Sessions**
 - Session 1: [Date] - [Topic]
 - Session 2: [Date] - [Topic]
4. **Feedback and Questions**
 - Contact: [Contact Person's Name]
 - Email: [Contact Person's Email]
5. **Check-in Call**
 - Scheduled: [Date and Time]
 - Purpose: [Brief Description]

We look forward to working closely with you during this onboarding period. Please do not hesitate to reach out if you have any questions or need assistance.

Best regards,

[Your Name]

[Your Title]

[Company Name]