

Training Schedule for New Recruits

Dear [New Recruits' Names],

We are pleased to welcome you to [Company Name]! Please find below the training schedule designed to help you integrate and excel in your new roles.

Training Schedule

Date	Time	Session Title	Trainer
Monday, [Date]	9:00 AM - 11:00 AM	Company Orientation	[Trainer's Name]
Tuesday, [Date]	10:00 AM - 12:00 PM	Role-specific Training	[Trainer's Name]
Wednesday, [Date]	1:00 PM - 3:00 PM	Health and Safety Procedures	[Trainer's Name]
Thursday, [Date]	9:00 AM - 11:00 AM	Team Building Activity	[Trainer's Name]
Friday, [Date]	10:00 AM - 12:00 PM	Performance Expectations	[Trainer's Name]

Please ensure that you arrive on time and bring any required materials. If you have any questions, do not hesitate to reach out.

We look forward to seeing you soon!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]