

Employee Integration Schedule

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below is your integration schedule for the first week:

Week 1 Integration Schedule

Date	Time	Activity
[Date 1]	[9:00 AM - 12:00 PM]	Orientation Session
[Date 2]	[1:00 PM - 3:00 PM]	Team Lunch
[Date 3]	[10:00 AM - 11:00 AM]	Department Introduction
[Date 4]	[1:00 PM - 4:00 PM]	IT Setup and Training
[Date 5]	[9:00 AM - 12:00 PM]	HR Policies and Benefits Overview

Please feel free to reach out if you have any questions. We look forward to supporting you in your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]