

# Introductory Training Schedule

Dear [Participant's Name],

We are pleased to provide you with the schedule for the upcoming introductory training session. Please find the details below:

## Training Schedule

Date	Time	Session Title	Instructor
Monday, [Date]	9:00 AM - 11:00 AM	Welcome and Orientation	[Instructor's Name]
Tuesday, [Date]	10:00 AM - 12:00 PM	Introduction to Company Policies	[Instructor's Name]
Wednesday, [Date]	1:00 PM - 3:00 PM	Overview of Team Structure	[Instructor's Name]
Thursday, [Date]	9:00 AM - 11:00 AM	Tools and Resources	[Instructor's Name]
Friday, [Date]	10:00 AM - 12:00 PM	Q&A and Feedback Session	[Instructor's Name]

Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]