

Welcome to the Onboarding Workshop!

Dear [Employee's Name],

We are excited to have you on board! Below is the schedule for your onboarding workshop:

Workshop Schedule

Date	Time	Session	Facilitator
March 1, 2024	9:00 AM - 10:30 AM	Introduction to Company Culture	John Doe
March 1, 2024	11:00 AM - 12:30 PM	HR Policies & Procedures	Jane Smith
March 2, 2024	9:00 AM - 10:30 AM	Team Building Activities	Emily Johnson
March 2, 2024	11:00 AM - 12:30 PM	Introduction to Job Duties	Michael Brown

Please mark your calendar and prepare any questions you may have. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]