

Recruitment Orientation Timeline

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below is your recruitment orientation timeline:

Orientation Schedule

- **Week 1:** Welcome and Introduction
- Day 1: Meet the Team
- Day 2: Company Policies Overview
- Day 3: Benefits and Compensation Discussion
- Day 4: Workplace Safety Training
- Day 5: IT Setup and Resources

Week 2:

- Day 6: Departmental Orientation
- Day 7: Shadowing Opportunities
- Day 8: Project Assignments Overview
- Day 9: Goal Setting and Expectations
- Day 10: Feedback and Q&A Session

Please feel free to reach out if you have any questions regarding the timeline. We look forward to your joining the team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]