

# Staff Induction Plan

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As part of our commitment to ensuring you have a smooth transition into your new role, we have created an induction plan for your first few weeks.

## Week 1: Orientation

- Introduction to the Company and Team
- Review of Employee Handbook
- Setup of Workstation and IT Accounts

## Week 2: Training

- Department Specific Training
- Compliance and Safety Procedures
- Introduction to Key Projects

## Week 3: Integration

- Meetings with Cross-Departmental Teams
- Feedback and Q&A Session
- Goal Setting for Performance Review

We believe this induction process will help you integrate seamlessly into our team. Please feel free to reach out if you have any questions or need further information.

Welcome aboard!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]