

Welcome to the Team!

Dear [Supervisor's Name],

We are pleased to welcome you as the new Site Supervisor at [Company Name]. This letter outlines the onboarding process to help you integrate smoothly into your new role.

Onboarding Schedule:

- **Week 1:** Orientation and Introduction to Team
- **Week 2:** Site Familiarization and Safety Training
- **Week 3:** Project Review and Planning Sessions
- **Week 4:** Performance Expectations and Goal Setting

Important Contacts:

For any questions or assistance, please reach out to:

- [HR Contact Name] - [HR Contact Email]
- [Team Lead Name] - [Team Lead Email]

We look forward to your contribution and are excited to have you onboard!

Best regards,

[Your Name]

[Your Position]

[Company Name]