

Welcome to the Team!

Dear [New Hire's Name],

We are excited to have you join our team! Below is the schedule for your remote training sessions:

Training Schedule:

Date	Time (UTC)	Session Title	Trainer
Monday, [Date]	10:00 AM - 11:30 AM	Company Overview	[Trainer's Name]
Tuesday, [Date]	10:00 AM - 12:00 PM	Systems and Tools	[Trainer's Name]
Wednesday, [Date]	10:00 AM - 11:00 AM	Team Collaboration	[Trainer's Name]
Thursday, [Date]	10:00 AM - 11:30 AM	Best Practices	[Trainer's Name]
Friday, [Date]	10:00 AM - 12:00 PM	Q&A and Wrap-Up	[Trainer's Name]

Please make sure to log into the video meeting platform 10 minutes prior to the start of each session. If you have any questions or need further assistance, feel free to reach out.

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]