

Welcome to the Team!

Dear [Associate Name],

We are excited to have you join our team! Below is your comprehensive onboarding schedule:

Onboarding Schedule

Date	Time	Activity	Location
Week 1	9:00 AM - 10:00 AM	Welcome Orientation	Conference Room A
Week 1	10:30 AM - 12:00 PM	HR Policy Overview	Conference Room B
Week 1	1:00 PM - 3:00 PM	Team Meet & Greet	Break Room
Week 2	9:00 AM - 11:00 AM	Role-Specific Training	Training Room 1
Week 2	1:00 PM - 2:30 PM	Tools and Resources Overview	Conference Room A
Week 3	9:00 AM - 4:00 PM	Mentor Shadowing	Various Locations

Please feel free to reach out if you have any questions. We look forward to your contributions and success in your new role!

Best,

[Your Name]

[Your Job Title]

[Company Name]