

# Welcome to the Team!

Dear [Team Member's Name],

We are excited to have you join our team! Below is your onboarding timeline to help you get started:

## Onboarding Timeline

- **Week 1:** Introduction to the team and company culture
- **Week 2:** Training on tools and processes
- **Week 3:** Shadowing a team member
- **Week 4:** Taking on initial responsibilities
- **Month 2:** Setting goals and receiving feedback
- **Month 3:** Evaluation and ongoing development plan

Please feel free to reach out if you have any questions. We are here to help you succeed!

Best regards,

[Your Name]

[Your Position]

[Company Name]