

# Training Schedule for New Recruits

Dear [Recipient's Name],

We are pleased to welcome you to [Company Name]! As part of your onboarding process, we have scheduled a training program to equip you with the necessary skills and knowledge for your role. Below is your training schedule:

## Training Schedule

Date	Time	Training Session	Location
[Date 1]	[Time 1]	Introduction to Company Policies	[Location 1]
[Date 2]	[Time 2]	Role-Specific Training	[Location 2]
[Date 3]	[Time 3]	Team Building Activities	[Location 3]
[Date 4]	[Time 4]	Health and Safety Training	[Location 4]

Please ensure you arrive at least [15 minutes] early to each session. We recommend bringing a notebook and pen to take notes.

If you have any questions or need assistance, feel free to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]