

Retail Staff Orientation Schedule

Dear [Employee Name],

Welcome to [Store Name]! We are excited to have you join our team. Below is your orientation schedule:

Orientation Schedule

Date	Time	Activity
[Date 1]	[Time 1]	Introduction to Company Policies
[Date 2]	[Time 2]	Customer Service Training
[Date 3]	[Time 3]	Product Knowledge Workshop
[Date 4]	[Time 4]	Store Operations Overview
[Date 5]	[Time 5]	Team Building Activities

Please arrive 15 minutes early to each session. Should you have any questions, feel free to contact [Contact Person Name] at [Contact Information].

We look forward to seeing you soon!

Best Regards,
[Your Name]
[Your Position]
[Store Name]