

Welcome to Our Team!

Dear [Employee's Name],

We are thrilled to welcome you to [Company Name]! As part of your orientation program, we are excited to introduce you to our Emotional Intelligence Training designed specifically for new employees.

This training aims to equip you with the essential skills to better understand and manage your emotions, as well as to empathize with customers and colleagues. By developing these skills, you will enhance your ability to provide exceptional customer service and navigate interpersonal interactions within our team.

Training Details:

- **Date:** [Training Date]
- **Time:** [Training Time]
- **Location:** [Training Location]

We encourage you to come prepared to engage, share experiences, and learn in a collaborative environment. Your participation is vital to your success and growth within our company.

If you have any questions prior to the training, please feel free to reach out to your supervisor.

Looking forward to seeing you there!

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