

Employee Training Schedule for New Team Members

Date: [Insert Date]

Dear [Employee's Name],

Welcome to the team! We are excited to have you on board. Below is your training schedule:

Training Schedule:

| Date | Time | Session | Trainer |
|-----------------|---------------|----------------------------------|----------------|
| [Insert Date 1] | [Insert Time] | Introduction to Company Policies | [Trainer Name] |
| [Insert Date 2] | [Insert Time] | Team Building Activities | [Trainer Name] |
| [Insert Date 3] | [Insert Time] | Role-Specific Training | [Trainer Name] |
| [Insert Date 4] | [Insert Time] | Safety Procedures | [Trainer Name] |

Please make sure to bring a notebook and be prepared to participate actively in all sessions.

If you have any questions, feel free to reach out to your supervisor.

Looking forward to your participation!

Best Regards,

[Your Name]

[Your Position]

[Company Name]