

Welcome to [Company Name]

Dear [Employee Name],

We are excited to have you on board! As part of your onboarding process, we have developed an instructional program roadmap to guide you through your first few months at [Company Name].

Program Overview

- **Week 1:** Orientation and Company Policies
- **Week 2:** Job-Specific Training
- **Week 3:** Product Knowledge Sessions
- **Week 4:** Team Integration Activities

Support and Resources

You will have access to the following resources throughout your training:

- Mentor: [Mentor Name]
- Training Materials: [Link to Resources]
- Feedback Sessions: Weekly

We look forward to supporting you on your journey with us. If you have any questions, please do not hesitate to reach out!

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