

Welcome to [Company Name]!

Dear [New Hire's Name],

We are thrilled to welcome you to our team at [Company Name]! As part of your onboarding process, we have developed an introductory training plan to help you acclimate to your new role and ensure your success.

Training Plan Overview

- **Week 1: Orientation**
 - Company Overview and Culture
 - Policies and Procedures
 - Meet Your Team
- **Week 2: Job-Specific Training**
 - Introduction to Tools and Software
 - Job Responsibilities and Expectations
 - Shadowing a Colleague
- **Week 3: Feedback and Adjustment**
 - Check-In with Supervisor
 - Assessing Knowledge and Skills
 - Addressing Questions and Concerns
- **Ongoing Support**
 - Regular One-on-One Meetings
 - Access to Additional Learning Resources

If you have any questions about the training plan or your role, please do not hesitate to reach out. We are here to support you!

Looking forward to your first day on [Start Date]!

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]