

# Job-Specific Training Schedule

Date: [Insert Date]

To: [New Associate's Name]

From: [Your Name]

Subject: Training Schedule for Your Onboarding

Dear [New Associate's Name],

Welcome to [Company Name]! We are excited to have you on board and look forward to your contributions to our team. Below is your job-specific training schedule for the upcoming weeks:

## Training Schedule

Date	Time	Training Topic	Trainer	Location/Platform
[Insert Date 1]	[Insert Time 1]	[Training Topic 1]	[Trainer 1]	[Location/Platform 1]
[Insert Date 2]	[Insert Time 2]	[Training Topic 2]	[Trainer 2]	[Location/Platform 2]
[Insert Date 3]	[Insert Time 3]	[Training Topic 3]	[Trainer 3]	[Location/Platform 3]

Please make sure to prepare for each session by reviewing the materials provided in advance. If you have any questions or need further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]