

Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below is your onboarding training itinerary:

Onboarding Training Itinerary

Date	Time	Session	Location
Day 1	9:00 AM - 10:00 AM	Welcome & Company Overview	Conference Room A
Day 1	10:15 AM - 11:45 AM	HR Policies & Benefits	Conference Room B
Day 1	12:00 PM - 1:00 PM	Lunch	Lunchroom
Day 1	1:15 PM - 3:00 PM	Team Introductions	Conference Room A
Day 1	3:15 PM - 5:00 PM	Job Role Overview	Department Office
Day 2	9:00 AM - 12:00 PM	Systems Training	IT Training Room
Day 2	1:00 PM - 4:00 PM	Compliance & Safety Training	Conference Room B

Please be sure to bring your personal identification and any required documents.

If you have any questions before your start date, feel free to reach out to us.

Best regards,

[Your Name]

[Your Position]

[Company Name]