

Onboarding Process Outline

Date: [Insert Date]

To: [New Employee Name]

From: [Your Name]

Subject: Onboarding Process for Your Transportation Role

Welcome to the Team!

We are excited to have you join our transportation staff. This document outlines the onboarding process to help you integrate smoothly into your new role.

Onboarding Schedule

- **Week 1:** Introduction to Company Policies and Procedures
- **Week 2:** Safety Training and Equipment Familiarization
- **Week 3:** Job Shadowing and Mentorship Program
- **Week 4:** Performance Expectations and Feedback Session

Important Documents

Please ensure you bring the following documents on your first day:

- Identification Documents
- Driver's License
- Employment Forms

Contact Information

If you have any questions or need assistance during the onboarding process, please reach out to:

- HR Contact: [HR Name, Phone Number, Email]
- Training Coordinator: [Coordinator Name, Phone Number, Email]

We look forward to a great journey ahead!

Best Regards,
[Your Name]
[Your Position]