

# Welcome to [Your Company Name]!

Dear [Client's Name],

We are excited to have you on board! To ensure a smooth onboarding experience, we have prepared the following schedule:

## Onboarding Schedule

- **Week 1:** Kick-off Call - [Date & Time]
- **Week 2:** Initial Setup & Configuration - [Date]
- **Week 3:** Training Session 1 - [Date & Time]
- **Week 4:** Review & Feedback - [Date]
- **Ongoing:** Weekly Check-ins - [Recurring Date & Time]

Please feel free to reach out if you have any questions or need to reschedule any of the appointments.

Looking forward to working together!

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