

# Welcome to the Team!

Dear Team,

We are excited to announce the onboarding schedule for our new hire, [New Hire's Name], who will be joining us on [Start Date].

## Onboarding Schedule:

- **Day 1:** Orientation and Introduction - [Time]
- **Day 2:** Company Policies and Procedures Training - [Time]
- **Day 3:** Role-Specific Training with [Trainer's Name] - [Time]
- **Day 4:** Systems Training - [Time]
- **Day 5:** Team Meet and Greet - [Time]

Please join us in welcoming [New Hire's Name] to our team. Your support during this onboarding process will be invaluable!

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