

Welcome to Your Onboarding Journey!

Dear [Employee Name],

We are excited to update you on your personalized onboarding journey with us!

Your Progress So Far:

- Completed Orientation: [Date]
- Introduced to Team: [Date]
- Training Sessions Attended: [Number]
- Tasks Assigned: [Number]

Next Steps:

Here's what you can expect in the coming weeks:

1. Upcoming Training on [Topic] - [Date]
2. One-on-One Meeting with [Manager Name] - [Date]
3. Feedback Session - [Date]

Resources Available:

Don't forget to access our onboarding resources at [link]. Feel free to reach out if you have any questions!

Best regards,

[Your Name]

[Your Title]

[Company Name]