# Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you aboard! Below are the details of your streamlined onboarding process:

## Onboarding Schedule

- **Day 1:** Orientation and Introduction
- **Day 2:** Training Module 1: [Module Name]
- **Day 3:** Training Module 2: [Module Name]
- **Week 1:** Meet your team and settle into your role

## Resources

You will have access to the following resources:

1. Employee Handbook
2. Training Videos
3. Access to Company Software

## Contacts

If you have any questions, please reach out to:

- **HR Contact:** [HR Name] - [HR Email]
- **Team Lead:** [Team Lead Name] - [Team Lead Email]

We look forward to your success and are here to support you every step of the way!

Best Regards,
[Your Company Name]