

# Updates to Your Onboarding Experience

Dear [Employee's Name],

We are excited to share some updates regarding your onboarding experience with us at [Company Name]. Our goal is to provide you with the best possible start to your new role.

## New Onboarding Schedule

The onboarding schedule has been updated to include additional training sessions that align with your role. Please find the updated schedule attached.

## Enhanced Resources

We have added new resources to our onboarding portal, including video tutorials and FAQs that will help you navigate your first few weeks more smoothly.

## Feedback Opportunities

Your feedback is important to us. We will be sending out a survey at the end of your first month to gather your thoughts on the onboarding process.

If you have any questions or need further assistance, please do not hesitate to reach out.

Looking forward to your start date!

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]