

Welcome to Your Onboarding Journey!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name]! Your journey with us begins now, and we are excited to help you settle into your new role.

During the first few weeks, you will have the opportunity to meet your team, learn about our culture, and complete essential training sessions. Please find your onboarding schedule attached.

If you have any questions or need assistance, feel free to reach out to your onboarding coordinator at [Coordinator's Email].

Welcome aboard!

Best Regards,
[Your Name]
[Your Position]
[Company Name]