

Welcome to [Company Name]

Dear [New Hire's Name],

We are excited to welcome you to the [Company Name] team! Your journey with us begins on [start date], and we want to ensure you have a smooth onboarding experience.

Onboarding Training Schedule

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Virtual Link]

Training Agenda

1. Introduction to Company Culture
2. Overview of Policies and Procedures
3. Role-Specific Training
4. Meet Your Team
5. Q&A Session

Please bring the necessary documents and any questions you might have. We look forward to seeing you and helping you get started on your new career path!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]