

Welcome to the Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! Below is your onboarding training schedule:

Onboarding Training Schedule

Date	Time	Session	Trainer
Week 1: Day 1	9:00 AM - 10:00 AM	Introduction to Company Policies	HR Manager
Week 1: Day 1	10:30 AM - 12:00 PM	Team Meet and Greet	[Team Lead's Name]
Week 1: Day 2	9:00 AM - 11:00 AM	Role-Specific Training	[Trainer's Name]
Week 1: Day 3	1:00 PM - 3:00 PM	Systems and Tools Overview	IT Specialist

If you have any questions or need assistance, please feel free to reach out to your HR representative.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]