

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team. To ensure a smooth onboarding experience, we have scheduled a series of training sessions designed to familiarize you with our processes, culture, and expectations.

****Onboarding Training Schedule:****

- ****Session 1: Introduction to Company Policies****

Date: [Date]

Time: [Time]

Location: [Location]

- ****Session 2: Role-Specific Training****

Date: [Date]

Time: [Time]

Location: [Location]

- ****Session 3: Team Integration and Culture****

Date: [Date]

Time: [Time]

Location: [Location]

Please confirm your attendance by [RSVP Date] and feel free to reach out if you have any questions or need further information.

We look forward to seeing you at the sessions!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]