

Subject: Welcome to [Company Name] - Your Remote Onboarding & Training Schedule

Dear [Recruiter Name],

Welcome to the team! We are excited to have you join us as a Remote Recruiter. Below are the details regarding your virtual onboarding and training program.

1. Systems Setup

Please ensure you have logged into the following accounts before your start date:

- Company Email: [Email Address]
- Applicant Tracking System (ATS): [Link/Name]
- Communication Tool: [Slack/Microsoft Teams]
- Virtual Meeting Platform: [Zoom/Google Meet]

2. Training Schedule - Week 1

All sessions will be conducted via [Meeting Platform].

- **Day 1:** Company Culture, Remote Policies, and HR Paperwork.
- **Day 2:** ATS Training and Sourcing Tools.
- **Day 3:** Interviewing Standards and Diversity & Inclusion Training.
- **Day 4:** Deep Dive: Active Job Reqs and Hiring Manager Introductions.
- **Day 5:** First Week Review and Q&A Session.

3. Key Contacts

- **Team Lead:** [Name] - [Email]
- **IT Support:** [Email/Ticket Link]
- **HR/Payroll:** [Name/Email]

4. Next Steps

Your first meeting starts at [Time] on [Date] via this link: [Meeting Link].

We look forward to working with you!

Best regards,

[Your Name]

[Your Title]

[Company Name]