New hire training schedule email

Send it five to seven days before the class starts, once the offer is accepted and pre-start checks are underway. Resend the week-one details the Friday before, and send each later phase a few days before it begins.

MULTI-WEEK TRAINING CLASS

Subject: Your training schedule: [Class Name], starting [Start Date]

Hi [First Name],

Welcome to [Company]. Your new hire training class starts on [Start Date]. Here's how the next [Number] weeks look:

Week 1 ([Dates]): Company introduction, systems access, [Topic, e.g. product basics]
Week 2 ([Dates]): [Topic, e.g. call flow, CRM navigation and order entry]
Week 3 ([Dates]): [Topic, e.g. practice calls and role plays], assessment on [Assessment Date]
Weeks 4 to 5 ([Dates]): Nesting on the floor with coaching from [Team Name]

Hours: [Daily Start] to [Daily End], [Days], with a [Lunch Length] unpaid lunch
Where: [Training Room and Address / Video Link]
Trainer: [Trainer Name]
After training, your schedule will be: [Production Schedule or how it will be assigned]

Attendance during training is important. If you're sick or running late, call [Contact Name] at [Contact Phone] before [Call-in Time]. Missing more than [Number] days may mean moving to a later class.

On day one, bring [Items to Bring] and arrive by [Arrival Time] for badging.

We're glad you're joining. See you on [Start Date].

[Your Name]
[Title], [Company]

INDUCTION WEEK (OFFICE OR CORPORATE)

Subject: Your first week at [Company]: induction schedule

Hi [First Name],

Here's your schedule for your first week:

Monday: [Arrival Time] welcome with HR, equipment setup, benefits overview
Tuesday: [Department] introduction with [Manager Name], systems training
Wednesday: [Training Topic], [Session Time]
Thursday: Shadowing [Buddy Name]
Friday: Required compliance courses (about [Number] hours online), first one-on-one with [Manager Name]

Calendar invites for each session are on their way. If anything clashes, let me know before Monday.

[Your Name]
[Title], [Company]

REMOTE TRAINING CLASS

Subject: Remote training starts [Start Date]: logins and schedule

Hi [First Name],

Your remote training class runs [Start Date] to [End Date], [Daily Start] to [Daily End] ([Time Zone]).

Before day one:
- Your equipment ships by [Ship Date]. Set it up using this guide: [Setup Guide Link]
- Complete the tech check with IT on [Tech Check Date and Time]
- Make sure you have a wired internet connection of at least [Speed] and a quiet room you can use during training hours

Each morning, join here: [Video Link]. Cameras are on during training.

Weekly schedule: [Week-by-week summary]

IT help: [IT Contact]. Attendance or schedule questions: [Contact Name], [Contact Phone].

[Your Name]
[Title], [Company]

MOVE TO NESTING

Subject: Next step: nesting starts [Nesting Start Date]

Hi [First Name],

Congratulations on passing the classroom part of training. From [Nesting Start Date], you'll move to nesting on the floor with [Team Lead Name]'s team.

Hours: [Nesting Hours]
Where: [Floor or Pod Location]
What to expect: live [calls / chats / tickets] with a coach nearby, daily feedback, and targets that build up gradually through [Nesting End Date]

Your production schedule after nesting will be [Production Schedule].

Keep going. You're almost there.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your training schedule: [Class Name], starting [Start Date]
- Your first week at [Company]: induction schedule
- Remote training starts [Start Date]: logins and schedule
- Next step: nesting starts [Nesting Start Date]
- What to expect in new hire training
- Orientation schedule for [Start Date]
- Class [Class Number] starts Monday: your details

SMS / WHATSAPP VERSION

Hi [First Name], welcome to [Company]. Training starts [Start Date] at [Arrival Time], [Location]. Hours [Daily Start]-[Daily End]. Bring [Items to Bring]. Full schedule is in your email. Questions: [Contact Phone].

Placeholders to replace: [First Name], [Company], [Class Name], [Class Number], [Start Date], [End Date], [Dates], [Topic], [Assessment Date], [Daily Start], [Daily End], [Days], [Lunch Length], [Time Zone], [Training Room and Address / Video Link], [Location], [Trainer Name], [Production Schedule], [Contact Name], [Contact Phone], [Call-in Time], [Items to Bring], [Arrival Time], [Manager Name], [Buddy Name], [Nesting Start Date], [Nesting End Date], [Team Lead Name], [Your Name], [Title]