**MEMORANDUM**

**TO:** «First\_Name» «Last\_Name»

**FROM:** Nancy Wells, Chief Executive Officer

**DATE:** Current Date

**SUBJECT:** Employee Onboarding Process Responsibilities

Digital Solutions is embarking on a new employee onboarding process to introduce new employees to our organization. This new process will streamline the way in which we provide orientation, training, and development of new employees to ensure that these new team members understand the culture, goals, and vision of Digital Solutions.

As a follow-up to our meeting of last week, we now have a project management plan and timeline for creation and implementation of the employee onboarding process. Each department will play a role in this process, and as manager of the «Department» Department, you and your team will be responsible for «Responsibility».

The entire process will be implemented by the end of this fiscal year, but there are various deadline dates for specific tasks, as some roles will rely upon completion of other steps in the process before finalizing their task. The deadline date for the «Department» Department’s role is «Deadline». This is a strict deadline and your responsibility must be completed by this date.

Thank you in advance, «First\_Name», for recognizing the importance of the onboarding process, ensuring that our new employees feel prepared and aligned with the organization’s goals, setting us up for long-term success and employee retention.

######## (Member ID)