

Welcome to the Team!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name]! As part of your onboarding process, we have prepared a welcome package that includes important information to help you get started.

Welcome Package Contents:

- **Employee Handbook:** An overview of company policies and procedures.
- **Benefits Guide:** Information about your health, dental, and retirement benefits.
- **Technology Setup:** Instructions for accessing your company email and other software tools.
- **Team Directory:** A list of your colleagues and their roles.
- **Company Swag:** A few goodies to get you started!

We are excited to have you onboard and look forward to your contributions to our success.

Best Regards,
[Your Name]
[Your Position]
[Company Name]