

Welcome to [Company Name]

Dear [Employee Name],

We are thrilled to welcome you to our team! Below is your induction checklist to help you settle into your new role:

Induction Checklist

1. Complete new hire paperwork.
2. Receive employee handbook.
3. Set up employee email and accounts.
4. Attend orientation session.
5. Review company policies and procedures.
6. Meet with HR for benefits enrollment.
7. Tour the office and meet team members.
8. Schedule one-on-one with your manager.
9. Complete any required training modules.
10. Set personal goals with your manager.

If you have any questions, feel free to reach out to your supervisor or HR department.

We look forward to your success at [Company Name]!

Best regards,

[Your Name]

[Your Position]

[Company Name]