

# Welcome to [Company Name]!

Dear [Employee Name],

We are excited to have you join our team! As part of your onboarding process, please complete the following requirements before your start date:

1. **Complete Employment Forms:**
  - W-4 Form
  - I-9 Form
  - Direct Deposit Authorization
2. **Provide Identification:**
  - Government-issued ID
  - Social Security Card
3. **Health and Safety Training:**
  - Online Training Module
  - Emergency Contact Information
4. **Setup Company Accounts:**
  - Email Account
  - HR Portal Access

Please complete these tasks by [Due Date] to ensure a smooth onboarding process. If you have any questions, feel free to reach out to your HR representative.

We look forward to your first day!

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