

# Welcome to [Company Name]

Dear [Employee Name],

We are excited to welcome you to our team! To help you get started, we have prepared this onboarding documentation guide. Please follow the steps outlined below:

## Step 1: Review Company Policies

Please take the time to read through our employee handbook and familiarize yourself with our company policies. You can find the handbook attached or accessible via [link to handbook].

## Step 2: Complete Required Forms

Attached to this email are several forms that need to be completed before your first day. Please return them to our HR department by [due date].

## Step 3: Setup Your Workstation

Your workstation will be set up on your first day. Please ensure you have the following items ready:

- Company laptop
- Access to corporate email
- Any required software installed

## Step 4: Orientation Schedule

Your orientation session is scheduled for [date] at [time]. This will be conducted via [platform (e.g., Zoom, in-person)] and will cover essential information about your role and our team.

## Step 5: Contact Information

If you have any questions or need further assistance, please feel free to reach out to your onboarding coordinator, [Coordinator Name], at [Coordinator Email/Phone Number].

We look forward to having you onboard and hope you have a great start with us!

Best Regards,  
[Your Name]  
[Your Job Title]  
[Company Name]