

# Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! As part of your onboarding process, we have prepared an onboarding package that includes all the essential information you will need to get started.

## Onboarding Package Contents:

- Employee Handbook
- Company Policies and Procedures
- Benefits Information
- IT Access Instructions
- Payroll Information
- Emergency Contact Form

Please review the materials thoroughly and do not hesitate to reach out if you have any questions.

We look forward to seeing you on [Start Date]!

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