

# Welcome to Our Team!

Dear [Employee Name],

We are excited to have you join us and look forward to your start date on [Start Date]. To ensure a smooth onboarding process, we kindly ask you to provide us with the following contact details:

## Contact Information

- **Full Name:** [Your Full Name]
- **Email Address:** [Your Email Address]
- **Phone Number:** [Your Phone Number]
- **Emergency Contact Name:** [Emergency Contact Name]
- **Emergency Contact Phone Number:** [Emergency Contact Phone Number]

Please reply to this email with the requested information by [Deadline Date]. If you have any questions, feel free to reach out.

Welcome aboard!

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