

# Welcome to [Company Name]!

Dear [Employee Name],

We are excited to have you join our team! To ensure a smooth onboarding process, we kindly ask you to provide the following information:

## Personal Information

- Full Name:
- Address:
- Date of Birth:
- Phone Number:
- Email Address:

## Emergency Contact

- Contact Name:
- Relationship:
- Phone Number:

## Bank Information (for Payroll)

- Bank Name:
- Account Number:
- Routing Number:

Please complete this information and return it to us by [Deadline]. If you have any questions, feel free to reach out.

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