

Onboarding Registration Information

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team. In order to complete your onboarding registration, please provide the following personal information:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Address:** [Your Address]
- **Email Address:** [Your Email]
- **Phone Number:** [Your Phone Number]
- **Emergency Contact:** [Contact Name and Number]

Please return this information to us by [Deadline Date]. If you have any questions, feel free to reach out to our HR department at [HR Contact Email or Phone Number].

Thank you, and we look forward to working with you!

Best regards,

[Your Name]

[Your Position]

[Company Name]