

# Welcome to [Company Name]!

Dear [New Hire's Name],

We are excited to have you on board. To ensure a smooth onboarding experience, please find below your onboarding checklist:

## Onboarding Checklist

- Complete and return the employment paperwork.
- Set up company email and internal communication tools.
- Attend the orientation session on [Date].
- Meet your assigned mentor.
- Review the employee handbook and policies.
- Complete mandatory training modules by [Due Date].
- Set up your workstation and equipment.
- Schedule a one-on-one with your manager.

If you have any questions, please feel free to reach out to [HR Contact Name] at [HR Contact Email].

Welcome aboard!

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]