

Welcome to Our Team!

Dear [Employee's Name],

We are excited to have you join us! To ensure a smooth virtual onboarding process, please review and complete the following checklist:

Onboarding Checklist

- **Pre-Onboarding:**
 - Receive and review offer letter
 - Complete all necessary paperwork
 - Set up company email account
- **Technology Setup:**
 - Ensure laptop/desktop is functioning
 - Install required software/tools
 - Test internet connection
- **Orientation Meeting:**
 - Schedule introductory meeting with HR
 - Attend team introduction session
- **Access Resources:**
 - Access employee portal
 - Review company policies and guidelines
- **Connect with Your Team:**
 - Join team chat platform
 - Schedule one-on-one meetings with team members

Please ensure all items are completed by your start date. If you have any questions, do not hesitate to reach out.

Looking forward to working together!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]