

Welcome to [Company Name]!

Dear [Employee Name],

We are delighted to welcome you to our team! As you embark on this exciting new journey, we want to ensure that your virtual onboarding experience is smooth and informative.

Your first day will be on [Start Date]. Please join us for an introductory meeting via [Video Conferencing Platform] at [Time]. During this meeting, you will meet your team members and learn more about our company culture and values.

Prior to your start date, please take some time to review the following resources:

- [Company Handbook](#)
- [Onboarding Schedule](#)
- [IT Setup Instructions](#)

If you have any questions, feel free to reach out to your manager at [Manager's Email] or [HR Contact] at [HR Email]. We are here to support you!

Welcome aboard, and we look forward to working with you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]