

Welcome to Our Team!

Dear [Freelancer's Name],

We are excited to have you on board as a [specific role or title] with [Company Name]. This letter outlines the onboarding process to help you get started smoothly.

Onboarding Steps:

1. **Contract Agreement:** Please review and sign the attached contract by [due date].
2. **Setup Your Profile:** Complete your profile on our platform to help us understand your skills better.
3. **Initial Meeting:** Schedule a meeting with your team lead on [date] to discuss project details and expectations.
4. **Training Resources:** Access the training materials provided in the [link/portal].
5. **First Assignment:** Your first task will be sent on [date]. Please ensure to review the guidelines carefully.

If you have any questions or need assistance during this process, feel free to reach out at [contact email] or [phone number].

Welcome aboard! We look forward to working together.

Best regards,

[Your Name]

[Your Position]

[Company Name]