

Welcome to [Company Name]!

Dear [Employee Name],

We are excited to welcome you to our team! To help you get started, please find below your onboarding checklist.

Onboarding Checklist

1. **Pre-Employment Tasks**
 - Complete all necessary paperwork
 - Provide proof of identity and eligibility to work
2. **First Day Arrangements**
 - Attend orientation session at [time]
 - Meet with HR for benefits overview
 - Receive your work equipment
3. **Training and Development**
 - Schedule training sessions with your supervisor
 - Review company policies and procedures
4. **Meet Your Team**
 - Introduction to team members
 - Schedule one-on-one meetings with key colleagues
5. **Follow-Up**
 - Check-in with your manager after 30 days
 - Complete feedback survey about your onboarding experience

If you have any questions, please do not hesitate to reach out to your HR representative at [HR Email].

We look forward to your contributions and hope you enjoy your journey with us!

Best regards,
[Your Name]
[Your Job Title]