

# Welcome to the Team!

Dear [New Team Member's Name],

We are excited to welcome you to [Company Name]! As you prepare to start your journey with us, we have put together some resources to help you get acclimated.

## Onboarding Checklist

- Complete the HR paperwork
- Set up your company email and accounts
- Review the employee handbook

## Important Links

- [Employee Handbook](#)
- [Company Website](#)
- [Team Introduction](#)

## Key Contacts

If you have any questions, feel free to reach out to:

- **[Manager's Name]** - [Manager's Email]
- **[HR Contact Name]** - [HR Contact Email]

We look forward to seeing you on [Start Date]!

Best regards,

[Your Name]  
[Your Position]