

Remote Work Equipment Requirements

Date: [Insert Date]

Dear [New Hire's Name],

We are excited to welcome you to our team at [Company Name]! As you prepare for your start date, we want to ensure that you have the necessary equipment to effectively perform your duties while working remotely.

Equipment Requirements:

- Computer: A laptop or desktop with a minimum of [Specifications]
- Internet Connection: A reliable high-speed internet connection with at least [Speed Specifications]
- Headset: A noise-canceling headset for calls and meetings
- Webcam: A webcam for virtual meetings (if not included in your computer)
- Software: [List any specific software or tools required]

Please confirm that you have access to the above equipment or let us know if you will need assistance acquiring any items. Our IT team is here to help with the setup and installation of any software.

Looking forward to having you onboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]