

Welcome to Our Team!

Dear [Employee Name],

We are excited to inform you about the status of your onboarding process.

Current Status:

- Completion of HR Documents: [Status]
- IT Set-Up: [Status]
- Training Schedule: [Status]
- Team Introduction: [Status]

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]