Onboarding Checklist for New Team Member

Dear [New Team Member's Name],

Welcome to the team! We are excited to have you on board. Below is your onboarding checklist to help you get started:

Onboarding Checklist:

- Complete HR paperwork
- Set up company email and software accounts
- Attend orientation session
- Meet with your manager to discuss role and expectations
- Review company policies and procedures
- Schedule training sessions
- Connect with your team members
- Set up your workspace
- Complete any required compliance training
- Feedback session with your manager after 30 days

If you have any questions or need assistance, please don't hesitate to reach out.

Best regards,

[Your Name]
[Your Position]
[Company Name]