

Onboarding Documentation Request

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you on board. In order to complete your onboarding process, we kindly request that you provide the following documentation:

- Copy of your identification (e.g., passport, driver's license)
- Proof of address (e.g., utility bill, lease agreement)
- Social Security number or Tax Identification number
- Bank details for salary deposit
- Any relevant certifications or qualifications

Please send the requested documents to [email address] by [deadline]. If you have any questions or need assistance, do not hesitate to reach out.

Thank you for your cooperation, and once again, welcome to the team!

Sincerely,
[Your Name]
[Your Position]
[Company Name]