Welcome to [Company Name]!

Dear [Employee's Name],

We are excited to have you join our team! Below are the onboarding instructions to help you get started:

1. Pre-Onboarding Tasks

- Complete the online employee form at [link]
- Send your identification documents to [email]
- Review the company handbook attached.

2. First Day Schedule

Your first day is [date]. Please arrive by [time]. Here's what to expect:

- 9:00 AM - Welcome Session with HR
- 10:00 AM - Office Tour
- 11:00 AM - Team Introduction Meeting

3. Required Documents

Bring the following documents:

- Government-issued ID
- Bank account information for payroll
- Completed tax forms

4. Contact Information

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

- HR: [HR Contact Name] - [HR Email/Phone]
- IT Support: [IT Contact Name] - [IT Email/Phone]

We look forward to seeing you soon!

Best Regards,

[Your Name]

[Your Position]

[Company Name]