

Onboarding Checklist for Account Setup

Dear [Employee Name],

Welcome to [Company Name]! We're excited to have you on board. To help you get started, please complete the following onboarding checklist for your account setup:

1. Create your company email account
2. Set up your password for the company portal
3. Complete your profile information
4. Read and acknowledge the company handbook
5. Enroll in required training sessions
6. Connect with your team on collaboration tools
7. Schedule a meeting with your manager for an introduction

If you have any questions during this process, feel free to reach out to HR at [HR Contact Information].

Welcome aboard, and we look forward to your contributions!

Sincerely,

[Your Name]

[Your Position]

[Company Name]