

Welcome to [Company Name]!

Dear [Employee's Name],

We are thrilled to welcome you to our team! As you embark on this new journey, we have prepared a Welcome Kit to help you get started.

Your Welcome Kit Includes:

- Company Handbook
- Employee ID Badge
- Welcome Letter from the CEO
- Company Swag (t-shirt, mug, etc.)
- Useful Resources & Contacts

Onboarding Checklist:

1. Complete Employee Documentation
2. Set up Your Workstation
3. Attend Orientation Session
4. Meet Your Team
5. Review Company Policies
6. Schedule Check-in with Manager

We are excited to have you on board and look forward to your contributions!

Sincerely,
[Your Name]
[Your Position]