

Welcome to the Team!

Dear [Employee Name],

We are thrilled to welcome you to [Company Name]! As part of our digital onboarding process, we want to ensure you have all the necessary resources to get started smoothly.

Onboarding Schedule

Your onboarding journey will begin on [Start Date]. Below is your onboarding schedule:

- [Date]: Introduction to Company Culture
- [Date]: Team Meet & Greet
- [Date]: Training Session on [Topic]

Access Your Onboarding Portal

Please log in to our onboarding portal using the following link: [Onboarding Portal](#)

Your credentials for the portal are as follows:

- Username: [Username]
- Password: [Password]

Important Documents

- [Employee Handbook](#)
- [IT Policies](#)
- [Benefits Overview](#)

If you have any questions or need assistance, please feel free to reach out to your HR representative at [HR Contact Information].

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

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]