Welcome to Our Team!

Dear [Employee's Name],

We are thrilled to have you on board as our new [Job Title]. Below are the onboarding materials and resources you will need to get started with your role.

Getting Started

- [Company Handbook](#)
- [Policies and Procedures](#)
- [Training Modules](#)

Necessary Tools

- [Communication Tool Setup](#)
- [Project Management Tools](#)
- [VPN Setup Guidelines](#)

Schedule

Your orientation will be held on [Date] at [Time]. You will meet with [Supervisor's Name] via [Platform].

If you have any questions, feel free to reach out at [Contact Information]. We are here to help you settle in!

Welcome aboard!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]