

# Welcome to the Team!

Dear [New Hire's Name],

We are excited to have you join [Company Name]. To help you get started, we recommend the following resources in our knowledge base:

## 1. Company Overview

Gain a better understanding of our mission and values by reading the [Company Overview Document](#).

## 2. Employee Handbook

Familiarize yourself with company policies by reviewing the [Employee Handbook](#).

## 3. Onboarding Checklist

Follow our [Onboarding Checklist](#) to ensure you complete all necessary steps in your first few weeks.

## 4. Team Structure

Learn about the different teams and their functions by visiting the [Team Structure page](#).

## 5. Frequently Asked Questions

For answers to common questions, please check the [FAQ section](#).

If you have any questions or need further assistance, feel free to reach out to your supervisor or HR.

Welcome aboard!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]