

IT Onboarding Checklist for New Employees

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on board. Below is your IT onboarding checklist to help you get started:

Pre-Onboarding Tasks

- Complete the new employee paperwork.
- Set up company email account.
- Configure internal communication tools (e.g., Slack, Microsoft Teams).

First Day Tasks

- Receive company laptop and accessories.
- Set up VPN access.
- Install required software (e.g., antivirus, productivity tools).

First Week Tasks

- Attend IT orientation session.
- Review security protocols.
- Set up access to shared drives and applications.

If you have any questions, please do not hesitate to reach out to the IT department.

Best regards,
[Your Name]
[Your Title]
[Company Name]