

Welcome to the Team!

Dear [Employee Name],

We are excited to have you join [Company Name]! Below is an overview of the IT onboarding process that will help you get started smoothly.

IT Onboarding Process

1. Pre-boarding Setup

- Account Setup: Your company email and software access will be created.
- Equipment Preparation: A laptop and any other necessary hardware will be assigned to you.

2. First Day Activities

- Welcome Orientation: Join a virtual meeting at [Time].
- System Access: Log in to your accounts and access essential tools.

3. Training Sessions

- Mandatory Security Training: Schedule on [Date].
- Software Training: Overview of systems used at [Company Name].

4. Ongoing Support

If you have any questions or need assistance, feel free to reach out to the IT support team at [Support Email] or [Support Phone Number].

We look forward to supporting you throughout your onboarding journey!

Best Regards,
The IT Team
[Company Name]