Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]! Below are the details regarding your IT setup and what you can expect on your first day:

IT Setup Details

- **Start Date:** [Start Date]
- **Equipment:** Your laptop and accessories will be ready for you at the office.
- **Login Credentials:** Your username is [username] and a temporary password will be provided.
- **Software Installation:** [List of essential software and applications]

First Day Checklist

1. Attend the IT Orientation session at [Time].
2. Set up your workspace and connect to the Wi-Fi.
3. Log in to your laptop and change your temporary password.
4. Familiarize yourself with [Company's IT Policies/Resource]

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

We look forward to seeing you on [Start Date]!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]