

# Welcome to the Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name] as our new [Job Title]. To help you get started, please review the following IT onboarding instructions:

## 1. Account Setup

Your company email will be set up before your start date. Please check your personal email for login instructions.

## 2. Equipment

You will receive your laptop and other equipment on your first day. Please ensure you bring a valid ID for pickup.

## 3. Software Installation

Once you log into your laptop, please install the following software:

- VPN Client
- Office Suite
- Company Collaboration Tools

## 4. IT Support

For any IT related inquiries, please contact the IT support team at [support@company.com](mailto:support@company.com).

## 5. Orientation Schedule

Your onboarding orientation will take place on [Date] at [Time]. Please join via the link in your calendar invite.

We look forward to your contributions at [Company Name]!

Best regards,  
[Your Name]  
[Your Position]