

# Welcome to Your IT Onboarding Journey!

Dear [Employee's Name],

We are excited to welcome you to [Company Name]! As part of your onboarding, we want to ensure you have all the necessary resources to begin your journey with us.

## Getting Started

- **Accessing Your Accounts:** You will receive an email with your login credentials shortly.
- **Setting Up Your Devices:** Please refer to the attached user guide for setup instructions.
- **Important Software:** Install the following software to get started: [List of Software].

## Training Sessions

We will be hosting training sessions on the following dates:

- [Date 1] - Introduction to IT Policies
- [Date 2] - Tools and Resources Overview

If you have any questions, please feel free to contact the IT support team at [Support Email].

Looking forward to a successful journey together!

Best regards,

[Your Name]

[Your Position]

[Company Name]