Welcome to the Team!

Dear [Employee Name],

We are excited to have you on board! To ensure a smooth start, please complete the following IT onboarding checklist:

IT Onboarding Checklist

- Receive and set up company laptop
- Install required software and applications
- Set up email and other communication tools
- Access company intranet and resources
- Join company virtual meetings and training sessions
- Complete any necessary IT security training
- Set up VPN access for secure connections

If you have any questions or need assistance, please don't hesitate to reach out to the IT team at [IT Helpdesk Email].

We look forward to your contributions and wish you the best of luck in your new role!

Best Regards,

[Your Name]
[Your Position]
[Company Name]