

Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name]. To ensure a smooth onboarding process, please complete the following tasks before your start date:

Digital Onboarding Task List

1. **Complete Employee Registration:** Fill out your personal information on the HR portal.
2. **View Company Policies:** Review and acknowledge the company handbook.
3. **Set Up Your Work Email:** Follow the instructions to create your company email account.
4. **Access Payroll Information:** Register for direct deposit and review your pay schedule.
5. **Join Orientation Meetings:** Sign up for the upcoming orientation sessions on [dates].

If you have any questions or need assistance, please don't hesitate to reach out.

Looking forward to having you onboard!

Best regards,

[Your Name]

[Your Position]

[Company Name]