Home-based Onboarding Checklist

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you join our team. Below you will find your onboarding checklist to help you settle in smoothly.

Home Office Setup

- Ensure a suitable workspace is set up.
- Test internet connectivity and speed.
- Check computer and other necessary equipment functionality.

Company Resources

- Access the company intranet.
- Review the employee handbook.
- Familiarize yourself with team communication tools.

Training and Orientation

- Complete required online training modules.
- Schedule a meeting with your manager for orientation.
- Join team introductions in the following meetings.

Important Contacts

- HR: [HR Contact Information]
- IT Support: [IT Contact Information]
- Your Manager: [Manager's Name and Contact]

If you have any questions, please do not hesitate to reach out. We are here to help and support you as you start your journey with us.

Best regards,

[Your Name]

[Your Position]

[Company Name]