Remote Onboarding Checklist for New Hires

Dear [New Hire's Name],

Welcome to [Company Name]! We are excited to have you join our team. Below is your remote onboarding checklist to help you get started:

Pre-Onboarding Tasks

- Complete the employment paperwork.
- Set up your company email address.
- Ensure your workstation is ready with necessary equipment.

First Day Tasks

- Attend the virtual orientation session at [Time].
- Meet your manager for an introductory call.
- Join the team meeting via [Meeting Link].

First Week Tasks

- Review company policies and resources on [Intranet Link].
- Complete any assigned training modules.
- Schedule one-on-one meetings with team members.

Ongoing Support

If you have any questions or need assistance, please don't hesitate to reach out to your HR representative or team lead.

We look forward to working with you!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]