

Key Contacts for New Hire Onboarding

Dear [New Hire's Name],

Welcome to [Company Name]! We are excited to have you on board. Below is a list of key contacts who will assist you during your onboarding process:

HR Contacts

- **[HR Manager's Name]** - HR Manager
Email: [HR Manager's Email]
Phone: [HR Manager's Phone Number]
- **[Recruiter's Name]** - Recruiter
Email: [Recruiter's Email]
Phone: [Recruiter's Phone Number]

IT Support

- **[IT Support Name]** - IT Support Specialist
Email: [IT Support Email]
Phone: [IT Support Phone Number]
- **[Help Desk]** - IT Help Desk
Email: [Help Desk Email]
Phone: [Help Desk Phone Number]

Manager

- **[Manager's Name]** - [Manager's Position]
Email: [Manager's Email]
Phone: [Manager's Phone Number]

If you have any questions or need assistance, please feel free to reach out to any of the above contacts. We look forward to supporting you as you start your journey with us!

Best Regards,
[Your Name]
[Your Position]
[Company Name]