

Welcome to [Company Name]!

Dear [Employee Name],

We are excited to have you on board! As part of your onboarding process, please find below a checklist to help you get settled into your new role.

Onboarding Checklist

- **Before Your First Day:**
 - Complete the employee paperwork
 - Set up your company email account
 - Review the employee handbook
- **Your First Day:**
 - Attend orientation session
 - Meet your team and manager
 - Tours of the office
- **First Week:**
 - Setup your workstation
 - Access company software and systems
 - Schedule one-on-one with your manager

If you have any questions, feel free to reach out to HR at [HR Contact Email].

We look forward to your contributions and are thrilled to have you as part of our team!

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]