

[Date]

To [Contractor Name],

# Welcome to [Company Name]

We are pleased to welcome you as an independent contractor. We look forward to your contributions to the [Project Name/Department] team.

To help you get started, please review the following onboarding information:

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Project Scope:** [Brief description of deliverables]

## Onboarding Steps

Please complete the following items before your start date:

1. Signed Independent Contractor Agreement
2. W-9 or Tax Identification Form
3. [Additional Document 1]
4. [Additional Document 2]

## Access and Tools

You will be granted access to the following systems on your first day:

- [System/Software 1]
- [Communication Tool/Slack/Teams]
- [Project Management Tool]

If you have any questions regarding your contract or the onboarding process, please contact [Contact Name] at [Email Address].

We are excited to have you on board.

Best regards,

[Your Name]

[Your Title]

[Company Name]