

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team as a remote part-time [Job Title].

Your official start date will be [Start Date]. As discussed, your schedule will be [Number of Hours] hours per week, typically performed during [Agreed Work Hours/Time Zone].

To help you get started, here are your initial next steps:

- **Onboarding Meeting:** Join us via [Zoom/Teams/Link] at [Time] on your first day.
- **Equipment & Access:** You will receive login credentials for [Software/Platform Name] via your personal email.
- **Communication:** Our team primarily uses [Slack/Email/Discord] to stay connected. Please introduce yourself in the [Channel Name] channel.

Your direct supervisor will be [Manager Name], who will guide you through your initial tasks and training.

We are excited to have your skills on board and look forward to your contributions. If you have any questions before your start date, please reach out to [Contact Name/HR].

Best regards,

[Your Name]

[Your Title]

[Company Name]