Dear [Employee Name],

Welcome to the team! We are thrilled to have you join [Company Name] as our new [Job Title].

Even though we are working across different locations, we want to ensure you feel supported and connected from day one. Below is the information you need to get started today:

- **Start Time:** [Time/Timezone]
- **First Meeting:** [Link to Video Call/Calendar Invite]
- **Main Contact:** [Manager/Buddy Name]

Your First Day Tasks:

1. Log into your company email and Slack/Teams account.
2. Attend the "Welcome & Orientation" video call at [Time].
3. Review the [Onboarding Document/Handbook] sent to your inbox.
4. Complete your profile on [HR Portal/Communication Tool].

If you encounter any technical issues with your hardware or software, please contact our IT support team at [Email/Phone Number].

We are excited to see the impact you will make here. We will see you online shortly!

Best regards,

[Your Name]
[Your Title]
[Company Name]