Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our remote team.

To help you get started in our digital workplace, please find your access details and initial steps below:

1. System Access

- **Company Email:** [Email Address]
- **Temporary Password:** [Password]
- **Collaboration Tool (e.g., Slack/Teams):** [Link/Join Instructions]

2. Hardware and Setup

Your company-issued equipment [is arriving on Date / has been delivered]. Please follow the enclosed setup guide to connect to our secure VPN.

3. First Day Schedule

- **Orientation Meeting:** [Time] via [Video Link]
- **IT Setup Call:** [Time] with [Name/Department]
- **Team Introduction:** [Time] via [Channel Name]

4. Support Resources

If you encounter any technical issues, please contact our IT Support Help Desk at [Email/Phone Number] or visit our internal portal at [URL].

We look forward to seeing you online and working together!

Best regards,

[Manager Name]
[Department Name]
[Company Name]