Dear [Employee Name],

Welcome to [Company Name]! I am thrilled to have you join our team as our newest [Job Title].

As a remote-first organization, we pride ourselves on building a collaborative and inclusive environment, regardless of physical location. Even though we aren't in the same office, your role is vital to our mission, and we are committed to providing you with the tools and support you need to succeed.

In the coming days, you will receive your equipment and login credentials. Your manager, [Manager Name], will also reach out to walk you through your initial projects and introduce you to the rest of the team via [Slack/Teams/Zoom].

The Human Resources team is here to support your journey. If you have any questions regarding benefits, company policies, or remote work resources, please do not hesitate to reach out.

We are excited to see the impact you will make here. Welcome aboard!

Best regards,

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