Dear [Contractor Name],

Welcome to [Company Name]! We are pleased to have you join us as a Remote Contractor for the [Project Name/Department] team.

Your start date is scheduled for [Start Date]. As a remote partner, we look forward to the expertise you will bring to our upcoming initiatives.

Onboarding Steps:

- **Documentation:** Please sign and return the Independent Contractor Agreement by [Date].
- **Systems Access:** You will receive login credentials for [Platform Name, e.g., Slack/Jira] via a separate email.
- **Orientation Call:** Your first briefing is scheduled with [Manager Name] on [Date] at [Time/Timezone].

Communication:

Our primary channels for remote collaboration are [Tool 1] and [Tool 2]. You are expected to be available during the following hours: [Specific Hours/Timezone].

Invoicing:

Please submit your invoices to [Email Address] on a [Weekly/Monthly] basis. Ensure you include your contractor ID and the project code [Code].

If you have any questions regarding your contract or access, please contact the HR department at [HR Email].

We are excited to work with you!

Best regards,

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