Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our remote team. To get you started, please follow the instructions below to set up your workstation and access our systems.

1. Hardware Setup

If you received a company laptop, please plug it into a power source and connect it to your home Wi-Fi. Your login credentials are:

- **Username:** [Username/Email]
- **Temporary Password:** [Password]

2. Account Access

Please log in to the following essential platforms:

- **Email:** [Link to Webmail]
- **Communication (Slack/Teams):** [Link]
- **Project Management:** [Link]

3. Security & VPN

To access our internal servers, you must connect via our VPN:

- **VPN Client:** [Software Name]
- **Server Address:** [URL/IP]
- **Multi-Factor Authentication (MFA):** Please download the [Authenticator App Name] on your mobile device to complete the setup.

4. IT Support

If you encounter any technical issues during this process, please contact our IT Support team immediately:

- **Email:** [IT Support Email]
- **Phone/Chat:** [IT Support Contact]

We look forward to working with you!

Best regards,

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