[Date]

Dear [Employee Name],

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

Although we are working across different locations, our commitment to collaboration and excellence remains the same. As a remote member of our staff, you play a vital role in our mission, and we are dedicated to providing you with the support and tools you need to succeed from your home office.

Your immediate supervisor, [Manager Name], will contact you shortly to begin your remote onboarding process. This will include virtual introductions to your colleagues and training on our digital communication platforms.

To get started, please ensure you have completed the following:

- Signed your employment agreement via [Platform Name].
- Set up your company email and login credentials.
- Reviewed the Remote Work Policy in the Employee Handbook.

If you have any questions regarding your benefits, payroll, or company policies, please do not hesitate to reach out to the Human Resources department at [HR Email Address].

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

Best regards,

[Director Name]
Director of Human Resources
[Company Name]