Subject: Welcome to the [Department Name] Team!

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join the [Department Name] department as our new [Job Title]. Although we are working remotely, we are committed to making your integration into the team as smooth and welcoming as possible.

As part of your first week, we have outlined a few initial steps to help you get started:

- **Team Introduction:** You will receive a calendar invitation for a virtual "Meet and Greet" with the rest of the department on [Date] at [Time].
- **Onboarding Buddy:** We have assigned [Buddy Name] as your onboarding buddy. They will reach out to you via [Slack/Teams/Email] shortly to help answer any informal questions.
- **Equipment & Access:** Please ensure you have logged into your company email and confirmed receipt of your hardware. If you encounter any technical issues, please contact [IT Support Email/Link].
- **Initial 1:1:** I have scheduled our first one-on-one meeting for [Date/Time] to discuss your initial projects and our department goals.

Our department relies on [Tool Name, e.g., Slack] for daily communication and [Tool Name, e.g., Zoom] for video meetings. We encourage you to explore our internal documentation folder here: [Link].

We are excited to see the contributions you will make to the team. Please don't hesitate to reach out if you have any questions as you settle in.

Best regards,

[Your Name]
[Your Title]
[Department Name]