Subject: Welcome to the Team - [Employee Name]

Dear [Employee Name],

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

Even though we are working across different time zones, we are committed to making your onboarding experience seamless. Below are your initial steps to get started:

- **Communication:** Our primary channels are [Slack/Microsoft Teams] for daily chat and [Zoom/Google Meet] for video calls.
- **Equipment & Access:** You should have received your login credentials for [System/Software Name]. Please let [IT/Manager Name] know if you encounter any issues.
- **First Meeting:** We have scheduled a virtual coffee chat on [Date] at [Time & Time Zone] to introduce you to the rest of the team.

Your Manager, [Manager Name], will reach out shortly to discuss your first-week objectives and answer any questions regarding your local workspace setup.

We are excited to see the impact you will make from [Employee's Location/Country]. Welcome aboard!

Best regards,

[Sender Name]
[Sender Title]
[Company Name]