Subject: Welcome to the Leadership Team at [Company Name]

Dear [Name],

Congratulations on your appointment to the Leadership Team at [Company Name]. We are thrilled to have you join our remote leadership circle as we continue to scale and evolve our organization.

As a remote leader here, your role is pivotal. You are not only responsible for driving [Department/Functional Area] goals but also for fostering a culture of transparency, trust, and high performance across distributed time zones. We value the unique perspective and expertise you bring to the table.

To help you get started, here are your immediate next steps:

- **Leadership Onboarding:** Please review the Leadership Handbook attached to your calendar invite for [Date/Time].
- **Communication Channels:** You have been added to the #leadership-hq Slack channel and the Executive Dashboard in [Project Management Tool].
- **Initial 1-on-1s:** My assistant will reach out to schedule introductory meetings with your peer directors and the executive suite.
- **Team Introduction:** We have scheduled a virtual "Town Hall" for [Date] where you will be formally introduced to the wider organization.

We believe in leading by example, especially in a virtual environment. We encourage you to lean into asynchronous communication and prioritize the well-being and development of your direct reports.

I look forward to our first 1-on-1 on [Day] at [Time] via [Video Link]. Welcome aboard!

Best regards,

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