Welcome to [Company Name]!

Dear [Employee Name],

Welcome to the team! We are thrilled to have you join our virtual office. Although we are working across different locations, we are committed to ensuring you have a smooth and productive onboarding experience.

Your First Day Details

- **Start Date:** [Date]
- **Start Time:** [Time/Timezone]
- **Manager/Mentor:** [Name]

Getting Connected

Please use the credentials sent to your personal email to log in to the following platforms:

- **Company Email:** [Link/Login]
- **Communication (Slack/Teams):** [Link to Workspace]
- **Project Management:** [Link to Tool]

Onboarding Schedule

Your first week will include:

- Day 1: Technical setup and initial team introduction call.
- Day 2: Overview of company culture and department goals.
- Day 3: Training on specific software and workflows.

Important Resources

You can find our Employee Handbook and Virtual Policy Guide here: [Link to Document/Drive]

If you encounter any technical issues or have questions, please reach out to our IT support at [Email Address] or message [Name] directly.

We look forward to seeing you online!

Best regards,

[Your Name/HR Department]
[Company Name]