

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on board.

To help you get started, your IT equipment has been prepared and is ready for setup. Below are the details regarding your hardware and initial login credentials.

1. Equipment Checklist

- Laptop/Desktop Model: [Model Name/Number]
- Monitor(s): [Quantity/Model]
- Peripherals: [Keyboard, Mouse, Headset, Docking Station]
- Cables: [Power Adapter, HDMI, Ethernet]

2. Login Credentials

- **Username:** [Username]
- **Temporary Password:** [Password]
- **Email Address:** [Email Address]

Note: You will be prompted to change your password upon your first login.

3. Getting Started

1. Connect your device to a power source and turn it on.
2. Connect to the Wi-Fi network: [**Network Name**] using the password: [**Network Password**].
3. Log in using the credentials provided above.
4. Follow the on-screen prompts to set up Multi-Factor Authentication (MFA).

4. Support

If you encounter any issues during the setup process, please contact the IT Support Team:

- **Email:** [IT Support Email]
- **Phone:** [IT Support Extension/Phone Number]
- **Help Desk Portal:** [URL]

Best regards,

[Your Name/IT Department]
[Company Name]