

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team. To help you settle in, we have outlined the essential guidelines for both our physical office operations and our remote work practices.

1. Office Orientation

- **Location:** [Office Address]
- **Office Hours:** [Start Time] to [End Time], [Days of the Week].
- **Access:** Your security badge/key can be collected from [Department/Person] on your first day.
- **Facilities:** [Mention location of breakroom, restrooms, and supply closet].

2. Remote Work Guidelines

- **Core Hours:** All team members are expected to be online and available during [Specific Time Zone/Hours].
- **Communication:** Our primary tools are [e.g., Slack/Teams] for instant messaging and [e.g., Zoom/Google Meet] for video calls.
- **Reporting:** Please update your status daily and log your hours via [Specific Software].
- **Workspace:** Ensure you have a reliable internet connection and a quiet environment for scheduled meetings.

3. Equipment and Support

For any technical issues regarding your laptop, VPN, or software access, please contact our IT Support Desk at [Email/Phone Number].

4. Next Steps

Your manager, [Manager Name], will meet with you at [Time] on [Date] to discuss your specific role and initial projects.

We look forward to working with you!

Best regards,

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