

Dear [Non-Employee Name],

Welcome to [Company Name]! We are pleased to have you join us as a [Role Title, e.g., Contractor/Consultant/Intern] starting on [Start Date].

Your main point of contact during your time with us will be [Supervisor/Sponsor Name].

**Onboarding Details:**

- **Location:** [Remote / Office Address]
- **Arrival Time:** [Time]
- **Required Identification:** [List documents needed for security/ID badge]

**System Access and Setup:**

To ensure a smooth transition, please complete the following steps:

- [Task 1: e.g., Sign the Non-Disclosure Agreement]
- [Task 2: e.g., Complete the Security Awareness Training]
- [Task 3: e.g., Pick up your equipment/badge from IT]

Please review the attached [Company Handbook/Project Guidelines] which outlines our site policies and safety procedures.

We look forward to your contributions to the [Department Name] team.

Best regards,

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