

[Date]

[Contractor Name]

[Contractor Company Name]

[Address]

[City, State, Zip Code]

Dear [Contractor Name],

Welcome to [Your Company Name]. We are pleased to have you join us as a third-party contractor for the [Project Name/Department] project.

Our team is looking forward to collaborating with you. We value the expertise you bring and believe your contributions will be instrumental in achieving our project goals.

To help you get started, please find your initial onboarding details below:

- **Start Date:** [Date]
- **Reporting Manager:** [Name/Title]
- **Work Location/Remote Link:** [Location/Link]
- **Project Scope:** [Brief Description]

Your primary point of contact for any administrative or technical questions will be [Contact Name] at [Email Address/Phone Number]. They will assist you with access credentials, necessary documentation, and any equipment requirements.

Please ensure that all signed contracts and non-disclosure agreements are returned to the HR/Legal department prior to your start date.

We are excited to have you on board and look forward to a productive partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]