

Subject: Welcome to the Team - [Project Name] Payroll Implementation

Dear [Consultant Name],

Welcome to [Company Name]! We are pleased to have you join us as a Freelance Payroll Implementation Consultant for the [System Name] rollout.

Your expertise will be vital in ensuring a seamless transition and technical setup of our new payroll infrastructure. We look forward to your contributions over the coming [Month/Project Duration].

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

- **Project Start Date:** [Date]
- **Lead Contact:** [Name of Project Manager]
- **Primary Objective:** [Brief description of first milestone]
- **Access Credentials:** [Details or mention of a separate secure email]

Attached to this email are the Project Charter and the current implementation timeline for your review. We have scheduled a kick-off meeting for [Date] at [Time] via [Platform/Location].

If you have any immediate questions regarding your contract or system access, please reach out to [Contact Person].

We are excited to work with you.

Best regards,

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