

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team as a [Job Title]. Although we are working remotely, we are committed to making your integration as smooth and welcoming as possible.

To help you get started, here are your initial steps for your first week:

- **Onboarding Meeting:** Your first video call is scheduled for [Date] at [Time] via [Platform Link].
- **Equipment & Access:** You should have received your hardware. Please follow the attached guide to set up your [System/Software] login credentials.
- **Communication:** We use [Slack/Teams] for daily chat and [Zoom/Google Meet] for meetings. Please join the #[Channel Name] channel to introduce yourself.
- **Point of Contact:** Your primary mentor during this period will be [Buddy/Manager Name], who will reach out shortly.

We have also scheduled a virtual "meet and greet" with the rest of the department on [Date] so you can get to know the team in a casual setting.

If you have any technical issues or general questions, please do not hesitate to reach out to [Contact Person/Department].

We are excited to see the impact you will make here!

Best regards,

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