

Dear [Coordinator Name],

Welcome to the team! We are thrilled to have you join us as our new Remote Human Resources Coordinator. We were very impressed with your background and believe you will be a vital asset to our HR department.

Your first day will be [Start Date]. Since this is a remote position, we want to ensure you have a smooth onboarding process. Below are the details for your first day:

- **Start Time:** [Start Time] [Time Zone]
- **Meeting Link:** [Link for Initial Video Call]
- **Main Point of Contact:** [Supervisor Name]

During your first week, we will focus on setting up your remote workstation, introducing you to our communication tools (such as Slack and Zoom), and reviewing our current HR workflows and recruitment pipelines.

You should have already received your equipment. If you encounter any technical issues before your start date, please reach out to our IT support at [IT Email/Phone].

We are excited to see the impact you will make here. If you have any questions before Monday, please feel free to reach out.

Welcome aboard!

Best regards,

[Your Name]

[Your Title]

[Company Name]