

Dear [Candidate Name],

Welcome to the team! We are thrilled to have you join [Company Name] as our new [Job Title]. We were very impressed with your skills and experience, and we look forward to your official start on [Start Date].

Since you will be working remotely, we want to ensure you have everything you need for a smooth start. Over the next few days, you can expect the following:

- **Equipment:** Your remote work package, including your laptop and accessories, has been shipped and is scheduled to arrive by [Date].
- **Onboarding Portal:** You will receive a separate email with login credentials for our HR portal to complete your digital paperwork.
- **First Day Schedule:** We will send a calendar invite for your virtual orientation session, which will take place via [Video Platform Name] at [Time/Time Zone].

Your hiring manager, [Manager Name], will reach out shortly to introduce themselves and discuss your first week's objectives.

If you have any questions regarding your equipment or the onboarding process in the meantime, please feel free to reply to this email.

We are excited to have you on board!

Best regards,

[Your Name]

[Your Title]

[Company Name]