

Subject: Welcome to [Company Name] - Important Onboarding Information

Dear [Contractor Name],

Welcome to [Company Name]! We are pleased to have you join us as a [Job Title/Role] for your upcoming project starting on [Start Date].

To ensure a smooth transition, we have outlined the next steps for your pre-onboarding process below:

1. Documentation

Please review, sign, and return the following documents by [Deadline Date]:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

2. Information Technology & Access

Our IT department will be setting up your credentials. You will receive an automated email regarding:

- System login details
- Required security training
- Hardware shipment tracking (if applicable)

3. Points of Contact

- Project Manager: [Name] - [Email]
- HR/Contract Administrator: [Name] - [Email]

4. First Day Details

On your first day, please [Instructions - e.g., report to the main lobby / log into the virtual meeting link below]:

[Location or Link]

If you have any questions before your start date, please do not hesitate to reach out.

We look forward to working with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]