Welcome to the Team

Dear [employee name],

It's great to have you on board!

As your team is fully remote, our onboarding process might look a little different than at other companies. However, we hope to make the process as simple and transparent as possible. We want to make sure you have everything you need to start your first week on the right foot!

To collaborate effectively in a remote workplace, we use a few handy digital communications tools.

[Tool 1]

[Tool 2]

[Tool 3]

For your first day, we ask that you hop on a quick zoom meeting at the following link [embed URL]. One of our IT experts will help you get set up with our digital communication tools and accounts.

Zoom Meeting

Once you're all set, please follow the onboarding agenda below for your first day meetings and training sessions:

9:00-9:30: Welcome Meet
9:30-10:30:
10:30-12:00:
Lunch
12:00-1:00:
1:30-2:00:
2:00-3:00:
3:30-4:00:
4:00-5:00

Ahead of your first day, we'll also be sending you a work-at-home kit to help you get settled in!

I'm online most of the day, so don't hesitate to reach out with any questions that you might have.

All the best,
[Manager's name]