

Welcome Message for Remote/Work-from-Home Employee

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

Dear [Employee Name],

Welcome to [Company Name]! We're excited to have you join our distributed team as [Job Title].

Working remotely offers unique opportunities, and we're here to ensure you have everything needed for success.

Your official start date is [Date]. Since you'll be working from home, we've shipped your equipment to [Address]. You should receive your laptop, monitor, and other essentials by [Date]. Please confirm receipt and test everything before your first day.

Your first week will include virtual meetings with your team, manager [Manager Name], and key colleagues. We use [Video Platform] for meetings and [Communication Tool] for daily communication. Login credentials and setup instructions will be emailed separately.

We've scheduled a virtual orientation session for [Date] at [Time] to cover company policies, remote work guidelines, and available resources. You'll also receive access to our employee portal with benefits information and training materials.

Our IT support team is available at [Email/Phone] for any technical issues. Don't hesitate to reach out if you encounter any problems with your setup.

While working remotely, remember that we encourage regular communication and are always available for video calls or questions. We believe in work-life balance and trust you to manage your schedule effectively.

Looking forward to having you on the team!

Best regards,

[HR Manager Name]

[Company Name]

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