

Remote Employee On-boarding Package Email

Subject: Remote On-boarding Details - [Company Name]

Dear [Employee Name],

Welcome to [Company Name]! As a remote team member, your on-boarding experience will be a bit different, but equally comprehensive and supportive.

Your Equipment Shipment:

Your laptop, accessories, and welcome package have been shipped via [Carrier] to the address you provided. Tracking number: [Number]. Expected delivery: [Date]. Please confirm receipt when it arrives.

Virtual Orientation Schedule (All times in [Time Zone]):

[Date] at [Time] - Virtual Welcome Session (Zoom link below)

[Date] at [Time] - HR Orientation and Paperwork

[Date] at [Time] - IT Systems Training

[Date] at [Time] - Virtual Team Meet-and-Greet

[Date] at [Time] - One-on-one with Your Manager

Zoom Links: [Provide links or calendar invites]

Remote Work Expectations:

- Core working hours: [Time Range]
- Daily team check-in: [Time]
- Communication tools: Slack, Zoom, Email
- Response time expectations: [Details]
- Home office stipend: [Amount] (details in employee handbook)

Before Your Start Date:

- Test your internet connection (minimum [Speed] required)
- Set up a dedicated workspace
- Install [Software] from the links provided

- Complete background check authorization (if not done)

You've been assigned a remote buddy, [Buddy Name], who will reach out separately to help you navigate your first few weeks virtually.

Questions before your start date? Email me anytime or schedule a call: [Calendar Link]

Excited to have you on board!

Best regards,

[HR Representative Name]

[Title]

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