

Simple Welcome Note for Remote Employee

Subject: Welcome to [Company Name]!

Dear [Employee Name],

Welcome aboard! We are excited to have you join our remote team as [Job Title]. Even though we may be working from different locations, you will quickly see how connected and collaborative our team is.

On your first day, you'll receive login details and links to our virtual orientation session. We'll also schedule a video call to introduce you to the team and walk you through our communication tools.

We're glad to have you with us and look forward to your contributions.

Regards,

[HR/Manager Name]

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