Digital welcome for remote hires

Subject: Welcome to [Company Name] â€“ Virtually!

Dear [Employee Name],

Even though youâ€™ll be working remotely, we want you to feel connected and supported from day one. Your official start date is [Date], and we have scheduled a virtual orientation session via [Platform] at [Time].

You will also be paired with a mentor to help you navigate your role and our company culture.

Please ensure your system setup is ready before the orientation.

Welcome aboard, and we are excited to work with you!

Best regards,

[HR Manager]

[Company Name]

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