CONTOSO ENTERPRISES Human Resources Department NEW EMPLOYEE ONBOARDING NOTIFICATION

Employee Information: Full Name: Jane Elizabeth Doe Employee ID: EMP-2026-0847 Position: Senior Software Engineer Department: Engineering - Cloud Platform Team Start Date: March 1, 2026 Employment Type: Full-Time, Permanent Work Location: Seattle Headquarters, Floor 12, Desk 12-47

Reporting Structure: Direct Manager: Michael Chen, VP of Engineering Skip-Level Manager: Patricia Williams, CTO Buddy/Mentor: Raj Patel, Staff Engineer

Compensation: Base Salary: $145,000/year Sign-On Bonus: $15,000 (paid after 90 days) Annual Bonus Target: 15% of base salary Stock Options: 2,000 RSUs vesting over 4 years Benefits Start Date: March 1, 2026

Equipment and Access Requirements: - Laptop: MacBook Pro 16-inch M3 Pro - Monitor: Dell UltraSharp 32" 4K - Peripherals: Keyboard, mouse, headset - Software Access: GitHub Enterprise, Azure DevOps, Slack, Confluence, Jira - Building Access: Badge required, Floor 12 clearance - VPN: Remote access setup required - Email: jane.doe@contoso.com (to be created)

Onboarding Schedule: Day 1 - HR orientation, badge pickup, IT equipment setup Day 2 - Engineering team meeting, codebase walkthrough Day 3 - Development environment setup, first PR review Week 2 - Shadow senior engineer on production deployments Week 3-4 - First independent feature assignment

Action Items: 1. IT: Create email account and provision access by Feb 25 2. Facilities: Prepare workspace and equipment by Feb 28 3. HR: Send welcome packet by Feb 22 4. Manager: Schedule 1:1 meetings for first month 5. Payroll: Set up direct deposit and tax forms

Emergency Contact: Robert Doe (Spouse) - (206) 555-0342