**Subject:** New Hire Equipment Setup

Hi Sam,

Just wanted to give you a heads-up that we have a few new hires starting next week in the IT department. Could you ensure that workstations, accounts, and security access are set up for them ahead of time? There’s an attached list of employees and their roles for your reference in Teams. Let me know if you need any additional details.

Thanks,  
Jennifer  
BASTION Corporation

**Subject:** RE: New Hire Equipment Setup

Hi Jennifer,

Thanks for the information. I’ll have my team set up the workstations and make sure accounts and security access are ready for each new hire. I’ll follow up with you once everything is in place, and if we run into any issues, I’ll let you know right away.

Best,  
Sam Carters