

Remote onboarding - Acknowledgement of acceptance and practical information

Dear <EMPLOYEE NAME>,

Thank you very much for the completion of the new starter documents.

We are currently preparing your onboarding plan in order for you to benefit from a smooth onboarding with us.

Our IT team will ship your equipment on <APPROXIMATE DATE> to your home address. Please let us know if you won't be home around that date and please provide an alternative address for you to receive the equipment in due time prior your start date.

On your start date, please follow the instructions placed in your equipment package and login at <TIME> to meet our IT professional who will assist you to set up your VPN access and get your computer up and running for a great start!

In case you face any issues connecting, please reach out to our IT department at <IT NUMBER> or to myself.

Do not hesitate to reach out to us for any questions.

We are looking forward to welcome you in the team,

Kind regards

<HR NAME
HR TITLE
HR EMAIL ADDRESS & TELEPHONE>