

Dear [Contractor Name],

Welcome to [Company Name]! We are pleased to have you join us as a [Job Title/Role]. We look forward to the expertise and perspective you will bring to our team.

The purpose of this letter is to provide you with the necessary information for your onboarding and first few days with us.

Project Details

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Primary Project:** [Project Name/Description]

Onboarding Steps

Please complete the following actions to ensure a smooth start:

1. **Documentation:** Please sign and return the [Contract/NDA/Tax Forms] by [Date].
2. **Systems Access:** You will receive an email from our IT department with your login credentials for [Software/Portal Name].
3. **Orientation Meeting:** A kickoff meeting has been scheduled for [Date] at [Time] via [Meeting Link/Location].

Administrative Information

Invoicing: Please submit your invoices [Monthly/Bi-weekly] to [Email Address/Department]. Ensure all invoices include your [Contract Number/Project Code].

Communication: Our primary internal communication tool is [Slack/Teams/Email]. You will be added to the relevant channels shortly.

If you have any questions regarding your contract or the onboarding process, please contact [Point of Contact Name] at [Email Address].

We are excited to work with you!

Best regards,

[Your Name]

[Your Title]

[Company Name]