**Template 2: Remote Employee Onboarding Template (Simplified Version)​**

**Introduction**

* Welcome message and a brief introduction to the company.

**Pre-Onboarding**

* Instructions for completing necessary paperwork and setting up tools.

**Day 1: Orientation**

* Schedule for the first day, including introductions and basic training.

**Training and Development**

* Overview of available training resources and learning platforms.

**Communication and Collaboration**

* Guidance on communication tools and team collaboration platforms.

**Performance Expectations**

* Clear explanation of performance expectations and evaluation process.

**Support and Resources**

* Information on IT support and HR services.

**Frequently Asked Questions (FAQs)**

* Frequently asked questions addressing common concerns.