



## Onboarding Employee Information Form

To ensure a smooth onboarding process for new employees, we require completion of the Employee Information Form. This form collects essential details such as contact information, emergency contacts, and tax withholding preferences. Please fill out the form accurately and completely before your start date.

You can access the Employee Information Form [\[here\]](#)(insert link to form). If you have any questions or need assistance, please contact HR at [\[insert HR contact information\]](#).

Thank you for your cooperation in completing this important step in the onboarding process. We look forward to welcoming you to our team.