* Welcome Letter: A personalized letter welcoming the new employee to the company, including details about their start date, reporting location, and contact information for their supervisor or HR representative.
* Offer Letter: The official offer letter outlining the terms and conditions of employment, including position, salary, benefits, and any other relevant details.
* Employment Contract (if applicable): A formal contract specifying the terms of employment, such as the duration of employment, notice period, non-disclosure clauses, and other terms and conditions.
* Employee Handbook: A comprehensive guide detailing the company's policies, procedures, and expectations, including codes of conduct, leave policies, dress code, and other important guidelines.
* Benefit Information: Documents explaining the company's benefits package, such as health insurance, retirement plans, paid time off, and other perks offered to employees.
* Tax Forms:
  + W-4 Form: Employee's withholding allowance certificate for federal income tax purposes.
  + State Tax Withholding Form: Form for state income tax withholding purposes (if applicable).
  + Local Tax Withholding Form: Form for local income tax withholding purposes (if applicable).
* Direct Deposit Form: Authorization form for setting up direct deposit for the employee's salary.
* Emergency Contact Information Form: A form to collect emergency contact details of the employee's next of kin.
* Personal Information Form: A form to collect the employee's personal details, such as address, phone number, and emergency contact information.
* I-9 Form: Employment Eligibility Verification Form required by the U.S. Citizenship and Immigration Services (USCIS) to verify the employee's eligibility to work in the United States.
* Employee resume
* Confidentiality and Non-Disclosure Agreement: A legal document outlining the employee's responsibility to maintain confidentiality regarding sensitive company information.
* Company Policies Acknowledgment Form: A form for the employee to sign, acknowledging their understanding and compliance with company policies.
* Workplace Safety Guidelines: Information about workplace safety, emergency procedures, and any required safety training.
* IT and Security Policies: A summary of the company's IT and security policies, including guidelines for computer and data usage.
* Employee clock in Access Card