Hi **NAME**,

Welcome to Satellite Teams!  We are so glad that you decided to join our company.  We will give you all the support that you need to make your employee journey with us interesting, exciting, engaging and in making this one of the greatest milestones in your career.

In order to make your onboarding with us as smooth as possible, find attached your Job Offer, please sign and return, also we have prepared for you a list of documents/information needed for prepare your Contract.  We will really appreciate if you **provide all these prior to your start date** so you won’t have to worry about complying once you’re already onboard.

**1. Pre-Employment Requirements**

Please send a clear photo or scanned copy of the following.  Kindly save the documents using this filename format:**Document-Last Name, First Name Middle Name e.g. Birth Certificate-Dela Cruz, Juan Garcia**

* ID (Citizenship Card, Passport)
* Certificate of current affiliation to EPS
* Current affiliation certificate to retirement funds.
* Birth certificate of sons or daughters
* Proof of residence (at the most 3 months all)
* Proof of studies or last level of studies (Professional Card)
* Resume
* Certificate of EPS payment of contributions and determine if you want to continue with your current EPS (health company), as well as with the other social security entities.
* Mortgage loan certificate.(If applicable)

**2. For Employee Records.**

Please complete the needed details thru this link:

https://forms.office.com/r/y6cCuLPsNL

**3. Bank Account**

Likewise, we ask you to send information about your bank account where you will receive your payment.

**4. Employee Handbook**

You may view and read the Satellite Teams employee handbook using this link:

[Employee Handbook-Mexico v2.pdf](https://satelliteteams.sharepoint.com/%3Ab%3A/s/SatelliteTeams-Sharepoint/EXRa3uBihZhLtu8JdGZ6n6YBr02GffOWczfP_LnWy0Rvyg?e=TKuxHw)

Please make sure you sign the acknowledgment form through this link, before your start date:

<https://forms.office.com/Pages/ResponsePage.aspx?id=8njm2pgClE6UDkLnK_agxrs4Ehrma5hEkTotM1aBuV1UN01TWVpPMVhaSDNBSFhLVVZTRU1SSzhSNi4u>

**5. Background check**

In order to further determine your acceptability for employment with us, we will be conducting the needed background checks.  Please note that the commencement and completion of the background checks may be conducted at any time within the 6-month period from your start date. Kindly complete the attached Authorization Letter to certify your agreement for us to conduct all required checks.  Kindly also fill out the attached Background Check form with all needed details.

**6. First Payroll date**

You will receive your first payroll payment on the March 20, 2025 fortnight, that will consider 19 days of work.

Thank you and best regards,