New hire first day email

Send it three to five business days before the start date, and follow with a short reminder text or email the afternoon before.

OFFICE OR SITE START

Subject: Your first day at [Company]: [Start Date], [Start Time]

Hi [First Name],

We're looking forward to seeing you on [Start Date]. Here's everything you need for your first day.

Arrive: [Start Time]
Where: [Street Address], [Building / Floor / Entrance]
Parking: [Parking or transit instructions]
Ask for: [Greeter Name], who will meet you at reception
Dress: [Dress Code]
Bring: a photo ID and your original Form I-9 documents, plus [anything else, e.g. a voided check if not submitted]

What your day looks like:

- [Time]: Welcome, badge photo and paperwork with [HR Contact Name]
- [Time]: Laptop and system setup with IT
- [Time]: Lunch with [Manager Name] and the team (on us)
- [Time]: Meet your onboarding buddy, [Buddy Name], and walk through your first-week plan
- [End Time]: Wrap-up

If you're running late or anything changes on the day, call or text me at [Phone Number].

See you [Day of Week],

[Your Name]
[Title], [Company]

REMOTE START

Subject: Your first day: [Start Date] starts at [Start Time] [Time Zone]

Hi [First Name],

Your first day is [Start Date]. Here's how it will work.

Before day one:

- Your laptop should have arrived. If it hasn't by [Equipment Deadline], let me know right away.
- Check your personal email for your login details from IT.

On day one:

- [Start Time] [Time Zone]: Welcome call with [HR Contact Name]: [Video Link]
- [Time]: IT setup session: [Video Link]
- [Time]: One-on-one with [Manager Name]
- [Time]: Virtual coffee with the [Team Name] team

If anything doesn't work with your setup, call IT at [IT Help Number] or text me at [Phone Number]. Nobody expects you to fix it alone.

Welcome,

[Your Name]
[Title], [Company]

HOURLY TRAINING CLASS

Subject: Training starts [Start Date]: where to go and what to bring

Hi [First Name],

Your [Job Title] training class starts [Start Date]. Please arrive by [Arrival Time] so we can start on time at [Start Time].

Where: [Street Address], [Entrance or Door Number]
Parking: [Parking Details]
Ask for: [Trainer Name]
Bring: photo ID, your Form I-9 documents and [any other items]
Wear: [Dress Code, e.g. closed-toe shoes required]
Schedule this week: [Training Hours]

You'll be paid for all training hours at [Pay Rate]. On day one you'll learn how to clock in and out, so you don't need to do anything beforehand.

If you can't make it, call or text [Text Number] before [Arrival Time].

[Your Name]
[Company] Recruiting Team

SUBJECT LINE IDEAS

- Your first day at [Company]: [Start Date]
- What to expect on your first day
- See you [Day of Week]: first day details

• First day instructions for [Start Date]

• Your first-day schedule at [Company]

• Training starts [Start Date]: where to go and what to bring

SMS / WHATSAPP VERSION

Hi [First Name], see you tomorrow at [Start Time]. Go to [Street Address], [Entrance], and ask for [Greeter Name]. Bring photo ID and your I-9 documents. Running late? Text me here. - [Your Name], [Company]

Placeholders to replace: [First Name], [Company], [Start Date], [Start Time], [Arrival Time], [Time Zone], [Day of Week], [Street Address], [Entrance], [Greeter Name], [Dress Code], [HR Contact Name], [Manager Name], [Buddy Name], [Trainer Name], [Training Hours], [Pay Rate], [Video Link], [IT Help Number], [Text Number], [Your Name], [Title], [Phone Number]