Pre-boarding email before start date

Send the paperwork email within two to three days of acceptance, a check-in midway through a long notice period, and the first-day logistics email about five business days before the start.

PAPERWORK KICKOFF

Subject: Before you start: a few things to complete by [Paperwork Deadline]

Hi [First Name],

We're getting everything ready for your start on [Start Date]. To make day one about meeting the team rather than filling in forms, please complete the following by [Paperwork Deadline]:

1. Personal details, tax withholding (Form W-4 and any state form) and direct deposit: [Onboarding Link]. About [Paperwork Time] minutes.
2. Section 1 of Form I-9. You can do this online now, and it must be done no later than your first day. On day one, please bring original documents that show your identity and work authorization. The list of acceptable documents is here: [I-9 Document List Link].
3. [Background check consent / Policy acknowledgments / Emergency contact form].

Need help or don't have a document you need? Reply here or call me at [Phone Number]. It's much easier to fix things now than on your first morning.

Thanks,

[Your Name]
[Title], [Company]

MID-NOTICE CHECK-IN

Subject: Checking in before [Start Date]

Hi [First Name],

Hope your last weeks at [Previous Employer or 'your current job'] are going smoothly. A quick update from our side:

- Your paperwork is [complete / almost done: just Outstanding Item left].
- Your [laptop / uniform / badge] is [ordered / ready for pickup on day one].
- [Manager Name] has your first week planned and will send you a short note soon.

Is there anything you're wondering about before you start? Parking, dress code, what the first week looks like, anything at all. Just reply.

Looking forward to [Start Date],

[Your Name]

[Title], [Company]

HOURLY TRAINING CLASS

Subject: Your training class starts [Start Date]: finish these 3 steps

Hi [First Name],

You're booked for the [Job Title] training class on [Start Date] at [Start Time]. To keep your seat, please finish these steps by [Paperwork Deadline]:

1. New hire forms: [Onboarding Link]
2. [Drug screen / background check]: [Instructions or Link]
3. Reply to confirm you'll be there.

Bring a photo ID and your Form I-9 documents on day one. Training runs [Training Schedule] and is paid at [Pay Rate].

Stuck on anything? Text [Text Number].

[Your Name]
[Company] Recruiting Team

SUBJECT LINE IDEAS

- Before you start: a few things to complete
- Your preboarding checklist for [Start Date]
- Getting ready for your first day at [Company]
- Action needed by [Paperwork Deadline]: new hire forms
- Checking in before [Start Date]
- Your training class starts [Start Date]: 3 quick steps
- Almost there: your onboarding steps

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Before you start on [Start Date], please finish your new hire forms here by [Paperwork Deadline]: [Onboarding Link]. Text back if you get stuck. Reply STOP to opt out.

Placeholders to replace: [First Name], [Start Date], [Start Time], [Paperwork Deadline], [Paperwork Time], [Onboarding Link], [I-9 Document List Link], [Previous Employer], [Outstanding Item], [Manager Name], [Job Title], [Training Schedule], [Pay Rate], [Text Number], [Your Name], [Title], [Company], [Phone Number]