Start date confirmation email

Send as soon as all pre-start conditions are cleared, usually one to two weeks before the first day. Send a short reminder two business days before the start date.

STANDARD CONFIRMATION

Subject: Confirmed: your first day is [Start Date]

Hi [First Name],

Good news: everything is cleared, and I'm confirming your start date as [Day of Week], [Start Date].

Here's what you need for day one:

- Arrive at: [Arrival Time]
- Where: [Address, building, floor / Remote: Video Link]
- Ask for: [Contact Name], [Contact Title]
- Bring: [Original I-9 documents / photo ID / bank details]
- Parking or transit: [Parking Details]

Your first day runs until about [End Time]. [Manager Name] has planned [brief description, e.g. team introductions and a systems walkthrough] and will take you to lunch.

If anything changes or you have questions before then, call me at [Phone Number].

See you soon,

[Your Name]
[Title], [Company]

TRAINING CLASS START (HIGH-VOLUME)

Subject: You're confirmed for the [Class Start Date] training class

Hi [First Name],

You're all set. Your seat in the [Job Title] training class is confirmed.

Start date: [Class Start Date]
Time: [Start Time] to [End Time], [Training Days]
Location: [Training Room / Address]
Trainer: [Trainer Name]
Bring: [ID / I-9 documents / headset if required]

Training runs for [Number] weeks, and attendance every day is required to pass. Your regular schedule starts [Production Start Date].

Please reply YES to confirm you'll be there, or call [Phone Number] if anything comes up.

[Your Name]
[Company] Recruiting Team

START DATE HAS CHANGED

Subject: Your new start date: [New Start Date]

Hi [First Name],

As we discussed, your start date has moved from [Original Start Date] to [New Start Date]. [One-line reason, e.g. This gives you time to finish your notice period / the training class schedule has changed.]

Everything else stays the same: [Arrival Time] at [Location], and you'll be meeting [Contact Name] when you arrive. Your pay and benefits start from your new start date.

Thanks for your flexibility. Let me know if the new date causes any problems.

Best,

[Your Name]
[Title], [Company]

START PENDING FINAL CLEARANCE

Subject: Your target start date: [Start Date]

Hi [First Name],

We're getting close. Your target start date is [Start Date], pending [Outstanding Step, e.g. completion of your background check / receipt of your signed paperwork].

What you can do now: [Action, e.g. complete the forms here: Link]. As soon as everything is cleared, I'll send final first-day details.

Please don't give notice to your current employer [or: make travel arrangements] until I confirm in writing that everything is cleared. I'll keep you updated either way by [Update Date].

Thanks,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Confirmed: your first day is [Start Date]

• Your start date and first-day details

• See you on [Start Date], [First Name]

• You're confirmed for the [Class Start Date] class

• Your new start date: [New Start Date]

• Joining date confirmation: [Job Title]

• Everything you need for day one

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. You're confirmed to start [Start Date] at [Arrival Time], [Location]. Ask for [Contact Name] and bring your ID and I-9 documents. Reply YES to confirm or call [Phone Number]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Start Date], [New Start Date], [Original Start Date], [Class Start Date], [Arrival Time], [End Time], [Location], [Contact Name], [Manager Name], [Trainer Name], [Parking Details], [Your Name], [Title], [Phone Number]