Welcome email from manager

Send three to seven days before the start date, after HR has confirmed it. It should come from the manager's own email address, not a shared inbox.

STANDARD PRE-START WELCOME

Subject: Looking forward to [Start Date], [First Name]

Hi [First Name],

I wanted to say hello before you start on [Start Date]. I'm really glad you're joining the team. [One specific thing from the interview, e.g. Your approach to cleaning up the reporting backlog at your last company is exactly what we need right now.]

Here's roughly how your first week will go:

- Monday: [Day One Plan, e.g. HR orientation in the morning, then lunch with me and the team]
- Tuesday to Wednesday: [Systems setup and shadowing [Colleague Name]]
- Thursday: [First project or meeting]
- Friday: a one-to-one with me to see how the week went

You'll also be paired with [Buddy Name], who has been on the team for [Time] and knows where everything is. They'll reach out before you start.

Nothing to prepare, but if you want a head start, [optional: a short read, product to try or nothing at all].

If you have any questions before Monday, email me or call [Phone Number].

See you soon,

[Manager Name]
[Manager Title]

REMOTE NEW HIRE

Subject: Welcome to the team, [First Name]

Hi [First Name],

Welcome. I'm excited to have you on [Team Name], and I wanted to make sure you know what to expect on [Start Date].

Your laptop should arrive by [Equipment Delivery Date]. On day one, join me at [Start Time] [Time Zone] here: [Video Link]. We'll do a short welcome, then [IT Contact] will help you get logged in.

The team works mostly [Core Hours] [Time Zone], with standup at [Standup Time] each day. You'll meet everyone on Monday's call, and [Buddy Name] will be your go-to person for the everyday questions that

are hard to ask over chat.

For your first two weeks, the goal is simple: learn the product, meet people and ship [Small First Task]. No pressure beyond that.

Talk soon,

[Manager Name]
[Manager Title]

FRONTLINE TEAM LEAD / SUPERVISOR

Subject: Welcome to [Team / Shift], [First Name]

Hi [First Name],

I'm [Manager Name], and I'll be your [Supervisor / Team Lead] on [Shift] at [Site]. Welcome to the team.

You'll start in training with [Trainer Name] on [Class Start Date]. I'll stop by on your first day to say hello, and once you finish training on [Training End Date], you'll join my team on the floor.

A few things that make the first weeks easier:

- Arrive about 10 minutes early so you're logged in by [Shift Start Time].
- [Practical Tip, e.g. Bring a jacket; the floor runs cold.]
- If you're ever going to be late or absent, call [Call-out Number] before your shift.

Everyone was new once. Ask questions, lots of them.

See you soon,

[Manager Name]
[Manager Title], [Site]

DAY-ONE NOTE

Subject: Welcome, glad you're here

Hi [First Name],

Welcome to your first day. I'm glad you're here.

Today is mostly setup and introductions, so don't worry about getting through everything. A few links you'll want to bookmark:

- [Team Page or Wiki]
- [Calendar or Schedule]

- [Where to Ask Questions]

I've put 30 minutes on our calendars at [Time] on Friday to talk about how your first week went and what you need.

See you at lunch,

[Manager Name]

SUBJECT LINE IDEAS

• Looking forward to [Start Date], [First Name]

• Welcome to the team, [First Name]

• A quick hello before you start

• Your first week on [Team Name]

• Welcome to [Team / Shift]

• Glad you're joining us

• Welcome, glad you're here

SMS / WHATSAPP VERSION

Hi [First Name], it's [Manager Name], your manager at [Company]. Just wanted to say welcome, I'm really glad you're joining us. I've sent a short email about your first week. See you on [Start Date]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Manager Name], [Manager Title], [Team Name], [Start Date], [Start Time], [Time Zone], [Buddy Name], [Trainer Name], [Class Start Date], [Site], [Shift], [Video Link], [Equipment Delivery Date], [Phone Number], [Company]