Welcome email to new employee

Send it within a day of the offer being accepted, or after background checks clear if the offer is contingent. Detailed logistics follow in separate emails closer to the start date.

FROM HR OR RECRUITING

Subject: Welcome to [Company], [First Name]

Hi [First Name],

Welcome to [Company]. We're really glad you said yes, and everyone who met you is looking forward to having you on the [Team Name] team.

Here's what happens next:

- Your start date is [Start Date].
- Over the next few days you'll get a link to complete your new hire paperwork online. It takes about [Paperwork Time] minutes.
- [Manager Name], your manager, will reach out before your first day to say hello.
- About a week before you start, you'll get a first-day email with where to go, when, and what to bring.

If you have any questions before then, about benefits, equipment or anything else, I'm your contact: [Phone Number] or just reply here.

Welcome aboard,

[Your Name]
[Title], [Company]

SHORT AND WARM

Subject: Welcome to the team, [First Name]

Hi [First Name],

Just a quick note to say welcome. We're excited you're joining as our new [Job Title] on [Start Date].

You'll hear from me over the next week with paperwork and first-day details. Until then, if anything comes up, reply here.

See you soon,

[Your Name]
[Title], [Company]

HOURLY / HIGH-VOLUME HIRE

Subject: Welcome to [Company]: you start [Start Date]

Hi [First Name],

Welcome to the [Location] team. You're all set for the [Job Title] training class starting [Start Date].

Your next steps:

1. Finish your new hire forms here by [Paperwork Deadline]: [Onboarding Link]
2. Watch for your first-day text and email around [Reminder Date].
3. Bring [ID documents for Form I-9] on day one.

Pay is [Pay Rate] per hour, and training runs [Training Schedule].

Questions? Text [Text Number] anytime.

[Your Name]
[Company] Recruiting Team

REMOTE HIRE

Subject: Welcome to [Company], your laptop is on its way

Hi [First Name],

Welcome to [Company]. We're thrilled to have you joining [Team Name] as our [Job Title], starting [Start Date].

A few things are already in motion:

- Your laptop ships to [Shipping Address] by [Equipment Date]. You'll get a tracking number.
- Your company email and login details arrive by [Account Date].
- [Manager Name] will send you an invite for a short video call before your first day.

If the shipping address has changed, or you need any accommodation for your setup, reply and let me know.

Welcome aboard,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Welcome to [Company], [First Name]
- Welcome to the team, [First Name]
- Welcome aboard: what happens next
- We're so glad you're joining [Team Name]
- Welcome to [Company]: you start [Start Date]
- Your next steps before [Start Date]

SMS / WHATSAPP VERSION

Hi [First Name], welcome to [Company]. We're excited to have you start as [Job Title] on [Start Date]. Watch your email for your new hire forms, and text this number with any questions. - [Your Name]

Placeholders to replace: [First Name], [Company], [Team Name], [Job Title], [Start Date], [Manager Name], [Paperwork Time], [Paperwork Deadline], [Onboarding Link], [Reminder Date], [Location], [Pay Rate], [Training Schedule], [Shipping Address], [Equipment Date], [Account Date], [Text Number], [Your Name], [Title], [Phone Number]