Welcome Letter for a New Employee

Send this 5 to 7 days before the start date, from the hiring manager or HR. Replace every [Placeholder] and delete any paragraph that does not apply. Send by email; print a copy for the employee's first-day folder if you like.

HEADER

[Company Name]
[Date]

[Employee Name]
[Employee Email]

WELCOME

Dear [First Name],

Welcome to [Company Name]. We are glad you accepted our offer to join the [Team / Department] team as our new [Job Title], and everyone you met during the interviews is looking forward to working with you.

This letter has everything you need for your first day. If anything is unclear, contact [HR Contact Name] at [Phone] or [Email].

YOUR FIRST DAY

Start date: [Day, Date]
Arrival time: [Time]. Please plan to arrive [10] minutes early.
Address: [Full Address, building and floor]
Parking and entry: [Where to park or which transit stop to use, which entrance to use, what to tell security]
Who will meet you: [Name, Title], who will meet you at [reception / the main entrance]. Their mobile number is [Phone] in case you are running late.
Dress: [Business casual / company uniform provided / closed-toe shoes required on the floor]
Lunch: [Lunch is provided on your first day / there is a cafeteria on site / bring your lunch; a fridge and microwave are available]

[For remote employees: Your laptop will arrive by [Date] at the address you gave us. On [Start Date], join the welcome call at [Time and Time Zone] using [Meeting Link]. If your equipment has not arrived by [Date], contact [IT Contact] at [Email].]

WHAT TO BRING

Please bring original documents for your Form I-9 employment eligibility verification. You can choose which acceptable documents to present from the list included with this letter. Please also bring [your banking details for direct deposit / any certification required for the role / your signed forms if you have not submitted them online].

WHAT YOUR FIRST WEEK LOOKS LIKE

Day one: [orientation with HR, system setup, team introductions, lunch with your manager]
Days two to five: [product or process training, shadowing, first one-on-one with your manager on [Day]]

We have also paired you with [Buddy Name], [Buddy Title], who has been on the team for [time] and can answer the everyday questions that are not in any handbook.

BEFORE YOU START

Please complete the following by [Date] using the link in your onboarding email: [new hire information form, tax forms, direct deposit form, handbook acknowledgment]. It takes about [20] minutes and means your first morning can be spent with the team instead of on paperwork.

CLOSING

We are glad you are here, [First Name]. See you on [Start Date].

Warm regards,

[Sender Name]
[Sender Title]
[Company Name]
[Phone] | [Email]