

(Name of Organization)

NEW EMPLOYEE WELCOME EMAIL **TEMPLATE**

Email subject line: Welcome to [Company name]

Dear [Employee's name],

We are all excited to welcome you to our team!

As agreed, your start date is [date.] We expect you to be in our offices by [time], and our dress code is [casual/ business casual.]

[If necessary, remind your employees that they need to bring their ID/ paperwork.]

At [Company name], we care about giving our employees everything they need to perform their best. As you will soon see, we have prepared your workstation with all the necessary equipment. Our team will help you set up your computer, software, and online accounts on your first day. [Plus, if applicable, mention any extra things you've prepared for your new hire, like a parking spot, a coffee mug with their name or a company t-shirt.]

We've planned your first days to help you settle in properly. You can find more details in the enclosed agenda. As you will see, you'll have plenty of time to read and complete your employment paperwork (HR will be there to help you during this process!) You will also meet with your hiring manager to discuss your first steps. For your first week, we have also planned a few training sessions to give you a better understanding of our company and operations.

(Name of Organization)

Our team is excited to meet you and looks forward to introducing themselves to you during [planned event/ lunchtime].

If you have any questions before your arrival, please feel free to email or call me, and I'll be more than happy to help you.

We are looking forward to working with you and seeing you achieve great things!

Best regards,

[Your name]

[Your signature]