

Welcome Email Template

Ready-to-use email for welcoming new hires before their first day

HOW TO USE THIS TEMPLATE

- Replace all **{placeholder}** text with your specific information
- Customize the tone to match your company culture
- Send 3–5 business days before the new hire's start date
- Copy the email content below into your email client

EMAIL TEMPLATE

Subject: Welcome to {Company Name} – We're Excited to Have You!

Dear {New Hire First Name},

On behalf of everyone at **{Company Name}**, I want to personally welcome you to the team! We're thrilled that you've accepted our offer to join us as **{Job Title}**, and we can't wait to have you on board.

Your official start date is **{Start Date}**, and we've been working hard to make sure everything is ready for your arrival. Here's what you need to know:

FIRST DAY DETAILS

Date: {Start Date}

Arrival Time: {Time, e.g., 9:00 AM}

Location: {Office Address or "Remote – Zoom link to follow"}

Dress Code: {Business casual / Smart casual / etc.}

Your Contact:

{Contact Name, Title, Phone/Email}

WHAT TO EXPECT ON DAY 1

- ☐ Welcome meeting with your manager and team
- ☐ Orientation session covering our company mission and values
- ☐ Tour of the office (or virtual office walkthrough for remote)
- ☐ IT setup and access to all the tools you'll need
- ☐ Lunch with your new colleagues

BEFORE YOU ARRIVE

If you haven't already, please complete the following:

- Sign and return your offer letter and employment agreement
- Complete the new hire paperwork sent to your email
- Review the employee handbook (attached)

QUESTIONS?

Don't hesitate to reach out! Contact {HR Contact Name} at {HR Email} or {HR Phone}.

We've also assigned **{Buddy Name}** as your onboarding buddy. They'll reach out soon to introduce themselves and answer any questions you might have about life at {Company Name}.

Once again, welcome to the team! We're confident you'll make a great impact, and we look forward to seeing you on **{Start Date}**.

Warm regards,

{Your Name}

{Your Title}

{Company Name}

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