# Onboarding email templates

*by TalentLMS*

## Template 1a. Onboarding welcome email (office-based employee)

**What:** New hire (office-based) welcome

**When:** After they’ve accepted your offer

**Recipients:** New hire

**Sender:** HR lead or hiring manager

**Brief:** To make your new employee feel at ease and come prepared on their first day.

**Email subject line:** Welcome to [*company name*]

Dear [*employee name*],

Congratulations on your new role and welcome to our team! We’re looking forward to meeting you on your start date, [*date*.]

Your contract is attached. Please sign and date it as soon as is convenient.

Below are some details to help with your orientation on day one. But if you do have any questions, please let me know.

Please arrive at our offices on [*date*] at [*address*] by [*time*]. Head to the front desk, and [*name of reception person*] will meet you there. Our dress code is [*casual/business casual/formal*].

Your workstation will be set up and ready for you to use when you arrive (with a few surprise treats to make you feel at home on your first day). Our IT experts will be on hand to help you log on, access your online accounts, and provide any technical support you may need. Please let us know in advance if you need any special equipment or reasonable adjustments, so we can get these ready for you when you start.

We’ve carefully planned your first days to help you settle in properly. You’ll receive details of your onboarding program soon, including your schedule for the first day and the following week. We’ll also be sending you your employment paperwork in advance so you can take your time and read it through before completing it. Again, any questions, I’m here to help.

We’re all excited to meet you, and I look forward to showing you around the office and introducing you to your new colleagues. We hope you will join us for [*lunch/after-work drinks*] on your first day.

If you have any questions, please email or call me. I’ll be happy to help.

You will make a big difference to our company, and we’re looking forward to working with you and helping you achieve great things!

Best,

[*name*]

[*email signature*]

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## Template 1b. Onboarding welcome email (remote employee)

**What:** New hire (remote) welcome

**When:** After they’ve accepted your offer

**Recipients:** New hire

**Sender:** HR lead or hiring manager

**Brief:** To make your new employee feel at ease and come prepared on their first day.

**Email subject line:** Welcome to [*company name*]

Dear [*employee name]*,

Congratulations on your new role and welcome to our team! We’re looking forward to meeting you on your start date, [*date*.]

Below are some details to help with your orientation on day one. But if you do have any questions, please let me know.

Our day usually begins at [*time*], so please be at your desk and ready to take a call at that time on [*date*].

Your workstation (laptop, phone, mouse, keyboard) is already on its way to you. They should arrive on [*date*]. Check the post, too, for a few surprise treats we hope will make you feel at home on your first day.

Our IT experts will be available to help you set your workstation up on day one. They’ll also be on hand to help you log on, access your online accounts, and provide any technical support you may need. Please let us know in advance if you need any special equipment or reasonable adjustments, so we can get these ordered, sent out, and set up ready for you when you start.

We’ve carefully planned your first days to help you settle in properly. You’ll receive details of your onboarding program soon, including your schedule for the first day and the following week. Don’t worry! There will be lots of opportunities to meet your new colleagues and team (albeit virtually). Details of this to follow. We’ll also be sending you your employment paperwork in advance so you can take your time and read it through before completing it. Again, any questions, I’m here to help.

We’re all excited to meet you, and I look forward to talking with you and introducing you to your new colleagues.

If you have any questions, please email or call me. I’ll be happy to help.

You will make a big difference to our company, and we’re looking forward to working with you and helping you achieve great things!

Best,

[*name*]

[*email signature*]

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## Template 2. Employment paperwork

**What:** Employment paperwork

**When:** Two to three weeks before the start date

**Recipients:** New hire

**Sender: HR**

**Brief:** To ask new hire to complete and return employment paperwork

**Email subject line:** Welcome to [*company name*]. What’s next?

Dear [*employee name*],

I hope you’re well and looking forward to starting your new role as [*job title*] with us on [*date*]. We’re looking forward to having you join us!

We want your first day to be about meeting people and settling in. So we’d like to get the paperwork out of the way before then. With this in mind, please complete the attached forms and return them to us by [*start date*].

We’ll be sending out a more detailed onboarding schedule—including what to expect on your first day—soon. So, please keep an eye on your inbox!

In the meantime, do get in touch if you have any questions.

Best,

[*name*]

[*email signature*]

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## Template 3a. Follow-up email for onboarding process (office-based employee)

## **What:** New hire onboarding schedule**When:** A few weeks before the start date**Recipients:** New hire**Sender:** HR lead or hiring manager**Brief:** To clarify what your new hire can expect on day one

**Email subject line:** Your first day at [*company name*]

Dear [*employee name*],

Welcome once again to [*company name*]. We’re looking forward to meeting you on [*start date*]. With your start date approaching, attached is a detailed calendar of what you can expect on your first day (and beyond).

We’ve got lots (but not too much!) planned to help you feel at home in the office and in your new team, including:

* Time to settle into your desk and familiarize yourself with your workstation
* Help setting up your system accounts and any other hardware
* A short meeting with your team leader, [*name*]
* Introduction to your new team
* A run-down of the HR basics (policies, company products, and perks). These are included in the Employee Handbook [*enclosed/attached*], but this is your chance to ask questions or raise concerns about anything we haven’t covered.
* Lunch with your team
* Time to yourself so you can: (breathe), explore the company intranet, (breathe), absorb what you’ve learned so far (and breathe).

To help you get to know the company and our people, we’ve arranged your access to our employee directory: [*insert link*]

Do take a look if you have time. And, to help us get to know you, please take a few minutes to create your own online profile [*insert link*].

We’re confident that you’ll be a real asset to our company and look forward to welcoming you in person.

Best,

[*name*]

[*email signature*]

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## Template 3b. Follow-up email for onboarding process (remote employee)

## **What:** New hire onboarding schedule**When:** A few weeks before the start date**Recipients:** New hire**Sender:** HR lead or hiring manager**Brief:** To clarify what your new hire can expect on day one

**Email subject line:** Your first day at [*company name*]

Dear [*employee name*],

Welcome once again to [*company name]*. We’re looking forward to talking with you on [*start date*]. With your start date approaching, attached is a detailed schedule of what you can expect on your first day (and beyond).

We’ve got lots (but not too much!) planned to help you feel at home in the office and in your new team, including:

* Time to settle into your desk and familiarize yourself with your workstation
* Help setting up your system accounts and any other hardware
* A short video call with your team leader, [*name*]
* A video call with your new team
* A video call with our HR team to go through the HR basics (policies, company products, and perks). These are included in the Employee Handbook [*enclosed/attached*], but this is your chance to ask questions or raise concerns about anything we haven’t covered.
* Time to yourself so you can: (breathe), explore the company intranet, (breathe), absorb what you’ve learned so far (and breathe).

To help you get to know the company and our people, we’ve arranged your access to our employee directory: [*insert link*]

Do take a look if you have time. And, to help us get to know you, please take a few minutes to create your own online profile [*insert link*].

We’re confident that you’ll be a real asset to our company and look forward to welcoming you in person.

Best,

[*name*]

[*email signature*]

## Template 4. New hire line manager welcome

**What:** New hire line manager welcome and buddy introduction

**When:** A week before the start date

**Recipients:** New hire

**Sender:** Line manager

**Brief:** To open up a connection between your new employee and their supervisor and to introduce their buddy.

**Email subject line:** Welcome to our team!

Dear [*employee name*],

Welcome on board! It was a pleasure meeting you during the hiring process, and I’m very much looking forward to you joining our [*team name*] team here at [*company name*]. I’ll be your team leader and am delighted to have you (with your background, skills, and enthusiasm) on our team. Your role is an important one, and I know you will be a great asset and help us achieve great things.

Ours is a strong and effective team. We play a big role in [*contribution to the company*], and we appreciate the value each of our members (including you!) brings to this.

On your first day, we’ll have time to meet and talk further about your role, our team, your goals, and anything you’d like to discuss. We’ll also run through your orientation plan for the first month.

We’re all here to support you over the coming months, but [*employee name*], who works as a [*job title*] in our team, will be your designated buddy. [*Employee name*] has worked in our team for [*duration*] and is here to help you informally in any way [*he/she/they*] can. [*He is/She is/They are*] looking forward to getting to know you.

The rest of our team is looking forward to meeting you, too, working with you, and learning from you over the coming months.

In the meantime, if you have any questions, please email or call me at [*phone number*]. I’ll be happy to help.

Best,

[*name*]

[*email signature*]

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## Template 5. New hire company announcement

**What:** New hire company announcement

**When:** A few days before the start date.

**Recipients:** Company-wide

**Sender:** HR lead

**Brief:** A short and accessible ice-breaker introducing your new employee

**Email subject line:** Welcoming [*employee name]* to [*company name*/*department name*]

Hi all,

I’m excited to announce that [*full employee name*] will be joining us as [*job title*] on [*start date.*]

[*Employee first name*] comes to us from [*company name/university name]* where [*he/she/they*] [*worked as/studied*] [*employment or academic background*].

[*He/she/they*] will be working in our [*department name/team name*] and responsible for [*job description/job responsibilities*].

Please welcome [*employee name*] to the [*company/team*]!

Best

[*name*]

[*email signature*]

## Email template 6. Invitation to log into the company LMS

## **What:** Invitation to log into the company’s Learning Management System

**When:** First week

**Recipients:** New hire

**Sender:** HR

**Brief:** To engage your new hire with the Learning Management System

**Email subject line:** Log in now! Your L&D journey starts here

Dear [*employee name*],

Welcome again to [*name of compan*y]! We’re really happy to have you with us.

As part of your onboarding, please make time [*today/this week/this month*] to log into our online training platform [*name of platform and hyperlink if appropriate*], which you can use to manage and track all of your L&D.

To log in, go to [*insert link*] and [*sign in using your work email and password/create an account and password.*]

Finding your way around the platform should be straightforward. But, if you do have questions, you can call [*customer support number*], email [*support email address*], or refer to [*the user guide attached/user guide available online — insert hyperlink*].

Best,

[*name*]

[*email signature*]

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## Email template 7. Invitation to set up IT accounts

## **What:** Invitation to set up IT accounts**When:** First day/week**Recipients:** New hire**Sender:** IT admin**Brief:** To ensure your new hire has access to the relevant IT systems

**Email subject line:** How to set up your IT accounts

Dear [*employee name*],

Welcome again to [*name of compan*y]! I hope you’re settling in well.

As part of your onboarding program, I’ve attached a simple guide you can use to set up your IT accounts.

All of the information you need should be included in the documentation. But if you do have questions, our IT team can help. To get in touch, you can call [*IT support number*] or email [IT *support email address*].

Similarly, if you need access to an account that’s not covered in the guide, please let us know.

Best,

[*name*]

[*email signature*]

## Email template 8. Mandatory training announcement: In-person training

**What:** Mandatory training announcement

**When:** First month

**Recipients:** New hire

**Sender:** HR

**Brief:** To invite your new hire to complete in-person mandatory training

**Email subject line:** Training invitation: [*Name of training course*]. Save the date!

Dear [*employee name*],

We hope you’re settling into your new role and new team. As part of your onboarding program, we’re hosting a [*name of course*] on [*date*], from [*start time*] to [*end time*], which you should attend. Please save the date in your calendar. The training will take place [*location*].

The goal of this training is to [*XYZ*]. After completing the course, you'll have learned how to [*skills/knowledge achieved*].

It’s essential that we all complete this training. By doing so, you can help create and maintain a [*fair/safe/ethical/compliant/secure*] environment for us all.

If you have any special requirements or adjustments, please let me know.

Thank you in advance for your commitment to [*XYZ*].

I look forward to seeing you there.

[*name*]

[*email signature*]

## Email template 9. Mandatory training announcement: Live virtual training

**What:** Mandatory training announcement

**When:** First month

**Recipients:** New hire

**Sender:** HR

**Brief:** To invite new hire to complete live virtual mandatory training

**Email subject line:** Training invitation: [*Name of training course*]. Save the date!

Dear [*employee name*],

We hope you’re settling into your new role and new team. As part of your onboarding program, we’re hosting a [*name of course*] on [*date*], from [*start time*] to [*end time*], and would like you to attend. Please save the date in your calendar.

The training will take place virtually. An email with joining details (link and password) will be sent nearer the time.

The aim of this training is to [*XYZ*]. And by the end of the course, you'll have learned how to [*skills/knowledge achieved*].

It’s essential that we all complete this training. By doing so, you can help create and maintain a [*fair/safe/ethical/compliant/secure*] environment for us all.

Thank you in advance for your commitment to [*XYZ*].

[*name*]

[*email signature*]

## Email template 10. Mandatory training announcement: Online, synchronous training

**What:** Mandatory training announcement

**When:** First month

**Recipients:** New hire

**Sender:** HR

**Brief:** To invite your new hire to complete online, synchronous mandatory training

**Email subject line:** Training invitation: [*Name of training course*]

Dear [*employee name*],

We hope you’re settling into your new role and new team. As part of your onboarding program, you're invited to complete a [*name/topic of course*] course. This is an online course and will take approximately [*duration*] to complete.

The aim of this training is to [*XYZ*]. And by the end of the course, you'll have learned how to [*skills/knowledge achieved*].

To access the training, please go to [*link/website*] and enter the following details:

* Username: [*username*]
* Password: [*password*]

To help meet our deadlines, please complete this course by [*date*].

It’s essential that we all complete this training. By doing so, you can help create and maintain a [*fair/safe/ethical/compliant/secure*] environment for us all.

Thank you in advance for your commitment to [*XYZ*].

[*name*]

[*email signature*]