

Sample Welcome Email

Dear Karen,

We're so excited you've decided to join our team. We look forward to seeing you on November 5. There is a lot to learn, and hopefully, this email will help you get started.

As a team, we communicate with each other the most via Slack. Here's a document that will help get you set up on Slack.

Frank Greene (email@company.com) will be your onboarding buddy. He's going to be responsible for helping you get started. If Frank hasn't reached out to you already, please say hello to him on Slack.

Below is an outline of what you can expect your first week.

Day	Action
1	HR paperwork (Mark Ingram) 1-on-1 with hiring manager 1-on-1 with onboarding buddy (Frank Greene)
2	Review Development Team documentation
3	1-on-1 with Josh Jones
4	1-on-1 with Ahmed Hines
5	Pitch in with the onboarding documentation

I look forward to introducing you to the rest of the team. Don't hesitate to call, text, or email me if you have any questions before your first day.

Best,

Joan Smith
email@company.com
555-123-4567