**New Employee Welcome Email**

| Subject: Welcome aboard, [Employee Name]  Hi [Employee Name],  The [Company X] is very excited to welcome you aboard. As discussed earlier, your first day is [date]. We expect you to be in the office by [time] in the [dress code]. [If required, remind your employees to bring the ID/documents].  Here at our company we care about providing our employees with everything they need to perform their duties well. As you will see soon, we have setup your workstation with all the necessary equipment and comfort. Our system engineering team will help you setup your computer, software, and all the necessary accounts on your day of joining. [If applicable, include any other things you've arranged for your new employee, such as a parking place, a coffee mug having their name on it, or a work t-shirt.]  Your first few days have been meticulously planned to aid you in settling in. The linked agenda has additional details. As you can see, you'll have plenty of time to study and complete your employment documents (HR will be on hand to help!). In addition, you'll meet with your hiring manager to discuss your next steps. During your first week, we've organized a few training seminars to help you learn more about our company and processes.  Our team is excited to meet you and will make an introduction during [planned event/ luncheon].  Please do not hesitate to contact me through email or phone with any questions you may have before your arrival, and I will be happy to assist you.  We're looking forward to working with you and seeing you achieve great things!  Regards, [Your Name]  [Email Signature] |
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