**EMPLOYEE ONBOARDING EMAIL TEMPLATE**

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💡**To make edits:** Click File → Make a copy to save a copy of this resource (you have to be logged into your Google account), edit all the fields highlighted in Green, and keep the email for future use. Ensure all edited links are accessible and shareable from your Google drive folder before sending the email.

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**SUBJECT**: Say Hi To Your Fellow Teammates!

CC: Teammate's email addresses

Hey, \_name\_!

Great to have you on board, and welcome to Company X!

This email will provide you with all the information to get you started with your new team!

### **SAY HELLO TO YOUR SUPERVISOR!**

* Attach the supervisor’s photo here.

Name: XXXXXXXXX

Email: XXXXXXXXX

A short introduction of [ insert supervisor’s name]: XXXXXXXXX

### **DISCOVERY**

* We are excited to have you aboard and look forward to seeing you on your start date of **Monday, August 6.** As a reminder, our business hours are from 9 a.m. to 5 p.m., Monday through Friday. However, we ask that you arrive by 8:30 a.m. on your first day so we can show you to your workstation and give you a tour of the office before your orientation.
* A kickoff call with your supervisor to review everything is required. Please schedule for [TIME\_AND\_DATE] with your supervisor. You can use the link below to schedule a time on the team’s calendar:

**Schedule Kickoff Call**

* You can park anywhere in the parking lot, save for reserved spots. Check-in with Mary at the reception desk, who will provide your security badge. I’ll greet you in the lobby.

### **ACCESS**

* To be fully equipped before your orientation day(s), it is recommended to go through Company X’s Employee Handbook. This is an employee manual encompassing essential policies and guidelines related to the company. You will also find your first-day and first-week onboarding schedules with other new hires and your team members.

**Access to HR Google Folder**

* SOP for online access to company accounts and tools: Refer to the folder below for creating and gaining access to the company’s accounts and other tools.

**Access to Company Accounts and Tools**

### **OTHER TEAMMATES**

To familiarise yourself with your team members before coming in, here’s their contact information for your reference:

* Name 1 - Designer - [name1@gmail.com](mailto:name1@gmail.com)
* Name 2 - Account Manager - [name2@gmail.com](mailto:name1@gmail.com)
* Name 3 - SEO Marketer - [name3@gmail.com](mailto:name1@gmail.com)
* Name 4 – Content Writer – [name@gmail.com](mailto:name@gmail.com)

**Side notes: Please bring documentation for your I-9 on your first day. Our dress code is business casual.**

If you have any questions or need anything, please do not hesitate to contact me directly.

Welcome aboard!

Thanks and regards,

SignOff

Name

Company X

Position

Contact info

Company logo

Company disclaimers