

# Template 1

## Onboarding & Introduction Email

**Email subject line:** Welcome to (name of your company)

Hello (employee's name),

We are happy to welcome you to our team! As agreed, your first day of work is scheduled for (date of arrival of new employee). We look forward to seeing you in our offices at (office address) to start at (expected arrival time).

Don't forget to bring proof of identity and all the necessary documents to deal with administrative formalities! (make a list of required documents)

You will have ample time to settle in and get your bearings during your first few days. You can find attached a schedule to give you an idea of what to expect. (add schedule as attachment) As you can see, you will have enough time for administrative processes and discover your tasks and your team at your own pace.

The HR department and your manager (specify manager's name and contact information) will be present throughout your journey to answer all your questions.

Our entire team looks forward to meeting you! We will make introductions during lunchtime (indicate time / specify event if lunch is being held off-site).

If you have any questions regarding your arrival, please feel free to email or call me, and I will be happy to answer them.

I look forward to meeting you,

See you soon!

(name of sender)

(signature)

## Template 2

### Onboarding Email for Remote Workers

**Email subject line:** Welcome to (name of your company)

Hello (employee's first name),

Welcome to our team! As discussed, your start date is (date of arrival of new employee). We need some details to prepare for your arrival:

- You will find attached a request form (include the form as attachment). Do not hesitate to write down everything you need for your work comfort (computer equipment, chairs and desks for remote work, headphones...). The equipment you need will be delivered to your address before you take up your position so that you can settle in comfortably from the very first days.
- Concerning the administrative process, you will find attached an information sheet (include the information sheet as attachment) detailing all the documents we need to complete your employee file.

We have scheduled an online meeting with your manager and your team (indicate the time and link of the meeting) so that you can get to know your new coworkers!

For your first few days with us, we have planned various training sessions and software presentations, and time to discover the company and its various departments. Don't forget to check your onboarding schedule! (include the onboarding schedule as attachment)

If you have any questions, feel free to email me, I will be happy to help.

We look forward to meeting you!

See you soon,

(name of sender)

(signature)

## Template 3

### Original Email Presenting your Corporate Values

**Email subject line:** Welcome to (name of your company)

Hello (employee's first name),

Welcome to our team! At (company name), we want our employees to have everything they need to be happy and successful.

To that end, we've customized your workstation with everything you need - and more! - to make you feel at home! Everything is ready for your arrival on (date of arrival of new employee).

We have scheduled a meeting so that you get to know the entire team and learn more about our corporate values.

In the meantime, feel free to watch this video made by your coworkers (include a personalized introduction video) and this short presentation of our identity and mission (include a company presentation video)!

If you plan to drive to the office, we have parking spaces waiting for you. Either way, don't forget to pick up your goodies box - you don't even need to bring your coffee cup: we've got it covered! - and the onboarding documents you'll need to get started.

We look forward to meeting you!

See you soon,

(name of sender)

(signature)

# Template 4

## Pre-Onboarding Email

**Email subject line:** Our future collaboration at  
(*name of your company*)

Hello (*employee's first name*),

We look forward to meeting you on your first day at (*company name*) on (*date of arrival of new employee*).

Feel free to look at our website (*indicate your company's website address*) and our various social networks (*indicate the links to your social networks*) to learn more about our history, our values and our team.

One of your new coworkers will also be your mentor during your first days at the company: (*list sponsor's name and contact information*). They will be your contact person to answer all your questions and ensure the best possible integration into our team.

We will stay in touch to organize your arrival as well as possible. Until then, I will be happy to answer all your questions.

I look forward to talking with you,

(*name of sender*)

(*signature*)

## Template 5

### Email to the New Employee's Team

**Email subject line:** A new employee is coming to  
(name of your company)

Hello (employee's first name),

We will be welcoming (name of new employee) to our team very soon! (Name of new employee) will be joining the (specify department) as a (specify position name).

(Name of new employee) has previously worked in (short description of work experience). We are confident that their expertise will quickly become essential to the entire team.

On a more personal level, (name of new employee) enjoys (short description of hobbies and passions).

Their arrival is scheduled for (date of arrival of the new employee). We have planned a team lunch at (hour of team lunch) to welcome them.

We hope you will give them a warm welcome!

(name of sender)

(signature)