

Welcome Email Template

Cut and paste — customize the bracketed bits

Use this within 48 hours of an accepted offer. Send from the hiring manager when possible — not a generic HR account. Personal beats efficient every time.

Subject: Welcome to [Company] — we can't wait to get you started

Hi [First Name],

Welcome to the team. I'm [Manager Name], and I'll be your manager starting [Start Date] — I'm genuinely excited to have you joining [Team / Department].

A few things to know before your first day:

- * Day one: Plan to arrive at [Time] at [Location / Address]. Ask for [HR Contact Name] at the front desk. Dress is [Dress Code].
- * Your buddy: [Buddy Name], [Buddy Title], will be your informal point of contact for the first month. They'll text you on day one and check in mid-week. Their email is [Email].
- * Your first week: I've blocked time for us to meet on day one for a kickoff conversation, and I'll send you a detailed schedule for the rest of the week by [Date].
- * What you don't need to worry about: Your laptop, accounts, badge, and parking are already taken care of. Bring yourself and a sense of curiosity. We'll handle the rest.

If anything between now and your start date feels uncertain, just reply to this email. I'd rather hear from you twice than not at all.

Welcome aboard.

[Manager Name]
[Title]
[Phone]

Why this works: Names a specific human (the manager and the buddy), confirms day one logistics so they're not stressed about parking, and explicitly invites questions. Most welcome emails fail by being generic, formal, or both.