

WELCOME EMAIL

WHEN TO SEND: A week before the new employee starts

WHO TO SEND IT TO: The new hire

WHO TO CC: Their hiring manager

WHO SENDS IT: HR

SUBJECT LINE: We're looking forward to having you as part of the team

Hi [employee name],

We're looking forward to having you as part of the team at [your company name].

This email is to welcome you and let you know what you'll need to do for your first day.

Your start date is [date] and we'd like you to arrive at [time]. Here's a link to directions: [link - delete if not required].

When you get here, please come to reception and ask for [hiring manager]. They will take you to your desk and get you set up.

Our dress code is [smart/business casual/casual - delete as appropriate and add any specifics].

We'll need your National Insurance details and to see a copy of your passport/visa as well. Bring them with you on your first day/scan and upload them to bob, our HR system. [delete as appropriate]

No need to bring lunch, as your team will be taking you out.

If you have any questions, feel free to drop me an email or give me a call.

Kind regards,

[your name]

[your email signature]