

Subject Line: Welcome to the [company name] team



Dear [employee name],

Welcome to [company name]!

I'm so thrilled you've decided to join our team. I know your talent for [specific talent] and also your [adjective] personality will be invaluable to our team dynamic as well as the goals we share.

You may begin using your new company email address [email address] by visiting this [link] and entering this temporary passcode [temporary passcode].

You will find in your new inbox an invitation to join our [company-wide communication tool]. We encourage you to sign in and start checking out announcements and relevant threads.

Here is some additional information to help you get oriented before your first day on [date].

- [Link to company policies, including regular business hours and dress codes]
- [Link to first week / first-day itinerary]
- [Link to digital employee handbook]
- [Link to company website]

Please feel free to replay or message me on [company-wide communication tool] with any questions, thoughts, or concerns.

(Or even if you just want to say "hi!")

Sincerely,

[Manager's signature]

[Manager's contact information]

