

Subject Line: Congrats on the new gig



Dear [employee name],

Welcome to [company name]!

I've been bragging about your [specific talent], [specific trait], and [specific skill] to the team and they — like me — can absolutely not wait to start working with you officially on [date].

As you know, our team is fully remote, so we would love to get on a Zoom call at [time] on your first day to officially welcome you to our "office."

We all use [specific communication tools] to stay in touch. I've sent invitations to your personal email address, [email address]. While it's certainly not required, please feel free to sign on before your first day to get oriented and even start chatting with the team.

Here's some additional information to help you get oriented:

- [Link to team biographies]
- [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]

I'm almost always online! Feel free to email or message me about anything at all.

Cheers to the start of a new adventure!

[Manager's signature]

[Manager's contact information]

