ONBOARDING EMAIL TEMPLATES

Sending a perfect welcome email

The candidate has signed the contract and the starting day is approaching. It's time to send out a welcome pack/email with all the resources they need to hit the ground running!

Subject line

- Welcome to Numbers Ltc!
- Your first steps with Numbers Ltc

Add some friendly reminders

- Our office doesn't have a strict dress code, so just be you!
- Just to let you know, we have a business casual dress code.
- Please don't forget to bring your ID and your signed contract on your first day.
- You'll need to bring a copy of your bank details so we can set you up on the payroll system.

Add personalization

- I remember from the interviews that you are an avid musician. Well, our office has a company band and many employees are active musicians.
- We saw that you regularly took part in hackathons – we have one every month.
- As a dog owner, you'll be happy to know our office is dog-friendly.

End with reassurance

- Everything you need will be sent in a follow-up email in the coming days.
- Everything else you need will be provided in a welcome pack on your first day.
- In the meantime if you have any questions at all, just let me know.

Practice Your Onboarding Sessions With A Professional Teacher

Welcoming a newbie - Email Template

Subject: Welcome to Numbers Ltc!

Dear [Jane],

We are delighted to welcome you to the Numbers Ltc family.
The [marketing team] is really excited to meet you.

Your starting date will be 1 October and Andrew, our head of marketing, will be your primary contact.

Dress code
We don't have a strict dress code so just be yourself.

Things to remember
Please bring your ID, signed contract and banking details so we can set you up with payroll.

Office
We know you're a dog owner so you'll be happy to know the office is dog-friendly.

Social
Every Friday, the marketing team grabs some beers after work, and they'd love you to join them!

Everything else you need will be sent in a follow-up email in the coming days.

All the best from everyone at Numbers Ltc,
[Signature]

Announcing new hires to the company

You've sent your welcome email to the new hire, and the start date is approaching. Now, it's time to announce the new hire to the company. Whether this is actually done via email, intranet, Slack or another channel, the messaging remains the same.

General email tips

Keep the email friendly but professional.
Check our phrase list below for more examples of reassuring phrases.
Use the 'we' form to be inclusive. The company is way too impersonal.

Phrases to announce the role

- Heading up the [marketing team] = head of a team
- Leading the [analytics team] = head of a team
- Joining as [content manager] = generic phrase for any role

Announcing new hires - Email Template

Subject: Welcome Jane Doe!

Dear all,

Our newest addition to the Numbers Inc family is "Jane Doe"
She will be heading up our marketing department starting 1 July.

She has over 15 years' experience at leading tech companies and most recently was head of marketing at [Salesforce] .More about Jane: [Link to LinkedIn or any provided bios/social media]

She is really excited to meet you all and I'm sure you will all make her (and her adorable dog Scruff) feel part of the Number Ltc family.

All the best,
[Signature]

ONBOARDING VOCABULARY AND PHRASES

First day at work vocabulary

- [John] from talent management will be your contact person during onboarding.
- The [kitchen] is located [on the first floor].
- If you need anything else, just let me know!
- You will find your welcome pack on your desk.
- We ask all employees to read our core values and our code of conduct.
- You will be reporting into [Susan], our [head or marketing]. (*also possible: 'you will be reporting to [Susan])
- This office is (is not) dog-friendly.
- Our office manager is Paola - she takes care of all the day-to-day organization.
- The kitchen area is free to use for all employees.
- Let's take a quick tour of the office.
- Over here is the marketing team; over there are sales, and there is finance.
- Here is your keycard for getting in and out the office.
- For booking vacation, just log into (Bamboo HR) and select the days.
- Vacation days need to be approved by your manager.

Training vocabulary

- We have a custom training platform. Our basic training takes around 30 days to complete.
- Please complete the first module by the end of the month.
- Every member is assigned a mentor. Your mentor will be Jane.
- We offer every non-native speaker free English classes.
- Just sign into the Talaera platform to book your session.
- We have assigned a training budget for MOOCs, online courses, seminars, and conferences.

Social events vocabulary

- Every Friday we host a games night/beer pong/ table tennis.
- We have regularly hackathons for our coders.
- Every two months we organize company off-sites.
- Once a year we have a company trip.
- Once a quarter, we organize company-wide team-building events.
- We have a company social media account where employees can upload their photos.

Asking for feedback vocabulary

- We provide all new hires the chance to give feedback on the onboarding process.
- You can submit feedback anonymously after completing the onboarding phase.

Accommodation and getting settled in a new city

- We have assigned you company accommodation until you find a permanent place in the city.
- We will assist you in finding a place
- As you are new in the city, we have some tips for you.
- [Don Julio] is a great place to grab lunch.
- There is a gym located in the office building.
- [Exberliner magazine] is a great resource for finding events in the city.

Role and responsibilities vocabulary

- Together with your manager, you will help develop KPIs for the content marketing team.
- At the end of the onboarding period, we will schedule a performance review.
- We ask all new hires to come up with a vision statement. This should include how you view the role and the personal goals you want to achieve.
- The onboarding process is broken up into milestones. The first is completing the online training modules.
- Evaluation
- Self-evaluation session.
- Every two weeks, we will have a one-on-one where you can let me know how everything is going.
- We also arrange discovery meetings with other departments. They offer you the chance to see how other teams work towards company goals.

General advice and reassuring phrases

- It's a lot of new information to take in, but we are here to support you.
- It's a steep learning curve, but our mentors are always there to help you.
- I'm sure you'll feel right at home in no time.
- If you have any concerns at all, please come and talk to me.
- Welcome to the company. We are really happy to have you with us!

Check out our HR Expert Series for a perfect E2E Hiring Process:

PART 1 - Job Descriptions | PART 2 - Interviews | PART 3 - Negotiations | PART 4 - Onboarding