**Example 2​**

Email subject line: Welcome to [Company]

Greetings, [Employee’s Name].

Welcome to [Company]! We are excited for you to join our remote team as [position].

As a reminder, your first day is [date]. I will send you a calendar invite shortly with a link to log on at 9 a.m. and join our onboarding meeting.

We are currently in the process of scheduling meetings for you to connect with your colleagues, including [other team members’ names and titles]. In the next day or two, we will send calendar invites for each of these meetings, along with an orientation and onboarding schedule.

In addition to colleague introductions and orientation, your first day will include a virtual team lunch. We will send a gift certificate for takeout to your inbox shortly!

You will hear from [Name], our IT director, in the next couple of days to ensure you are set up with all the necessary technological equipment before your start date.

Don't hesitate to reach out if you have any questions between now and your start date. You can email or call me at [direct line number].

Welcome aboard! We are happy to have you on our team.

Best,

[Your name]

[Job title]