**Example 7​**

Email subject line: Your first day at [Company]

Hi [Employee’s name],

We are thrilled that you accepted our offer and look forward to you joining our team!

On behalf of [company], I am thrilled to welcome you.

We hope to have you start on [date] at [time]. If you have any questions or concerns about this date/time, please feel free to reach out.

In the meantime, I invite you to review the attached resources to help you get to know our company a little better and get comfortable with your role of [position].

If you have any questions between now and your start date, here are a few contacts who you can connect with:

[contact name and info 1]

[contact name and info 2]

In the next few days, you will receive an email from your manager, [name], who will provide more details about your onboarding process.

We look forward to working with you!

Kind regards,

[Your name]

[Job title]