**Example 8​**

Email subject line: Welcome to the team!

Dear [Employee’s name],

Welcome to the team!

It’s wonderful to officially have you on board at [Company], and I can’t wait to start working with you. We’re confident you’ll be a valuable member of our [team/department].

You are currently scheduled to start work on [date] at [time]. If you have questions or concerns about this date/time, please reach out as soon as possible.

In preparation for your first day, you can set up your new company email address [email address]. Use the following link, username, and password to get started:

[URL]

[username]

[password]

If you run into trouble during the setup process or have any questions, please feel free to contact me at any time.

All the best,

[Your name]

[Job title]