

2 Email Template to Notify Team About New Hire's Start Date

Team-Specific New Hire Introduction

Subject: Welcome [New Hire Name] to the Team!

Hi Team,

Please join me in giving a warm welcome to [New Hire Name], who will be joining us as a [New Hire Job Title] starting on [Start Date]!

[New Hire Name] will be working with us on [mention specific projects or responsibilities]. They'll be a great addition to the team, bringing [mention a key skill or area of expertise].

We're all really excited to have [him/her/them] on board and look forward to the contributions they'll make.

Please take a moment to introduce yourself when [New Hire Name] joins. Let's help them settle in and feel like part of the team!

Here are a few things [New Hire Name] is excited about:

- [Interesting fact 1 about the new hire, e.g., passion for data analysis]
- [Interesting fact 2 about the new hire, e.g., love for hiking]

Best regards,

[Your Name] [Your Job Title]

Welcome Aboard Email from Manager

Subject: Welcome to the Team, [New Hire Name]!

Hi [New Hire Name],

On behalf of the entire team, I'm thrilled to officially welcome you to [Team Name] at [Company Name]! We're all really excited to have you on board.

I know starting a new job can be a bit overwhelming, so I wanted to reach out and provide some key information for your first day, [Start Date]:

- **Arrival Time:** Please arrive at [Time] so we can get you settled in.
- **Location:** Head to [Specific Location, e.g., Reception Desk, Floor Number].
- **First Day Agenda:** We've planned a welcome meeting with the team, an office tour, and time to get your workstation set up. We'll also cover some onboarding basics.
- **What to Bring:** Just yourself and a willingness to learn! You don't need to bring anything specific on your first day.

Over the next few weeks, we'll work together to get you up to speed on [mention key projects or responsibilities]. My door is always open, so please don't hesitate to reach out with any questions, big or small.

We're looking forward to a great journey together!

Best regards,