

2 Onboarding Welcome Email Template

Welcome Email Template: Team Introduction

Subject: Meet Your New Team! 🎉

Hi [New Hire's Name],

Welcome to [Company Name]! We're thrilled to have you onboard. As you settle in, we want to introduce you to the wonderful team you'll be working with.

- **[Team Member 1 Name]** - [Job Title]
- Contact: [Email], [Phone]
- Fun Fact: [Fun Fact]
- **[Team Member 2 Name]** - [Job Title]
- Contact: [Email], [Phone]
- Fun Fact: [Fun Fact]
- **[Team Member 3 Name]** - [Job Title]
- Contact: [Email], [Phone]
- Fun Fact: [Fun Fact]

Feel free to reach out to any of us if you have questions or just want to chat. We're here to help you feel at home.

Looking forward to achieving great things together!

Best,

[Your Name] [Your Job Title] [Company Name] [Contact Information]

Welcome Email Template: Tools and Resources Access

Subject: Welcome Aboard! Your Tools and Resources are Ready!

Hi [New Hire Name],

Welcome to the team! We're thrilled to have you. This email provides you with the information you need to access the tools and resources that will help you succeed in your role.

Here's what you need to know:

- **Login Credentials:**
- Username: [Username]
- Temporary Password: [Temporary Password]
- Please change your password upon first login.
- **Key Tools & Resources:**
- **Email:** [Link to Email Login]
- **Company Intranet:** [Link to Intranet]
- **Project Management Software:** [Link to Project Management Software]
- **HR System:** [Link to HR System]
- **Shared Drive:** [Link to Shared Drive]
- **Access Instructions:**
- Detailed instructions for accessing each tool can be in [Link to Knowledge Base/Wiki].
- If you face any issues, please contact [IT Support Contact/Helpdesk Link].

We've also prepared a quick start guide to help you navigate your first few days. You can find it here: [Link to Quick Start Guide]

If you have any questions, please don't hesitate to reach out to your manager, [Manager's Name], or the HR team. We're here to support you!

Best regards,