



9 Professional Employee Onboarding Email Templates



1. Welcome email to the new employee

Subject: We're so excited to have you join our team!

Body:

Hi {first name},

On behalf of the entire team at {company name}, I wanted to reach out to say we're thrilled to have you on board with us. We're looking forward to having you in the office on {first day}.

I'll reach out closer to your start date with some information like office location and dress code, but feel free to reach out if you have any questions in the meantime!

Chat soon,
{Signature}

To access your customizable performance review email template, [download here](#) and make a copy.

2. Pre-boarding email

Subject: Preparing for your first day at {company name}

Body:

Hi {first name},

It's officially time for your first day as {job title}! As you prepare for your first day tomorrow, I wanted to share some important information with you to help you get settled at {company name}.

- Our office is located at {office address}, the closest train station is {train station name} and parking is available at {parking location}.
- The office opens at {time}, we have a flexible schedule but most employees come in around {time}.
- {Mentor name} will be your point of contact for tomorrow.
- Send them a text or give them a call when you arrive at the office and they'll show you around! {mentor contact information}
- We will provide you with all the necessary equipment you'll need tomorrow. So no need to bring your own computer, just pack any additional materials you might want like headphones.
- We have a casual dress code, just wear whatever makes you feel comfortable!
- Lunch is on us tomorrow! Our team has something special planned for your first day.

2. Pre-boarding email cont.

We'll share more details tomorrow about the technical stuff like passwords and onboarding paperwork. If you have any questions before then, please feel free to reach out!

Looking forward to having you,

{Signature}

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3. Employee's first day email

Subject: Welcome to {company name}, {first name}!

Body: Hi {first name},

Happy first day! As you settle into your workspace and get to know the team, here are the essentials you'll need to get set up.

- Here are your login details for {HR software}. You'll be able to access any remaining onboarding forms for your completion [{log in credentials}](#)
- IT will issue you an email containing all the necessary logic credentials for various tools and systems — please keep an eye out for this and follow the instructions
- You will receive an email from our security team to set up your employee badge some time this afternoon
- You've been scheduled for all necessary training and meetings for this week, and can access this information through your calendar

We're happy to have you here! Enjoy your first day, and please reach out with any questions, I'm here to help!

Thanks,
[{Signature}](#)

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4. Remote onboarding email

Subject: Hi {first name}, welcome to the team!

Body:

Hi {first name},

We're so excited to welcome you to {company name}!

Hopefully, you've received all your documentation and equipment for your first day. We've preloaded your computer with all the software and tools you'll need to get started.

You'll see some calls booked on your calendar, these should help get you trained, logged in, and up to speed on everything you'll need to know.

Lastly, we'd like to welcome you to the team and introduce you to everyone at our weekly catch-up call, so please join us on {date} at {time} on {meeting link}.

I hope you have a great first day, and please let me know if you have any questions. I'm here to help!

Best,

{Signature}

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5. Introduction to the team email

Subject: Please welcome {first name} to the team!

Body:

Hi everyone,

I'm excited to introduce {first name} to our team. They will be joining us as our {job title} on {manager name}'s team, and will be working closely with {team mate}, {team mate}, and {team mate}. {first name} is joining us from {previous company}, and will be helping us with {high level role responsibilities}.

Please say hello if you see them around the office, drop them a Slack, and join us on {date & time} for lunch to give {first name} a warm welcome to {company name}.

{First name}, we're so glad to have you!

{Signature}

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6. 30 day check-in email

Subject: Checking in, how's it going?

Body:

Hi {first name},

Congratulations, you've reached your first 30 days at {company name}.

I hope by now you're feeling settled in and have met most of the team. I'd like to put some time on your calendar to check-in and see how things are going, and how I can support you as you continue to acclimate to life at {company name}.

Here are a few times that could work, let me know which time works for you.

{meeting time options}

Looking forward to chatting with you,

{Signature}

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7. Onboarding feedback email

Subject: {first name} — we'd love your feedback!

Body:

Hi {first name},

Thanks so much for all of your hard work at {company name}. Now that you've settled in and completed your onboarding, I wanted to send a quick email to check in about your experience.

We're always looking for ways to improve the process, and value your honest feedback. Please consider the following questions, you can reply directly to this email with your input.

- How would you describe the new hire onboarding process? Was it helpful in getting you up to speed with your job responsibilities?
- Did you receive sufficient training on the company's policies, procedures, and systems during your onboarding? If not, what additional information or training would have been helpful?
- Did you feel supported by your manager and colleagues during your onboarding process? Was there anyone in particular who made the transition easier for you?
- Was the pace of the onboarding process appropriate for you? Did you feel overwhelmed or under-challenged during any part of the process?
- Were there any aspects of the onboarding process that you found confusing or unclear? If so, what could have been done differently to improve your understanding?

7. Onboarding feedback email cont.

Thank you for taking the time to complete this survey. We appreciate your candid feedback — and if there's anything additional you'd like to add, please do so here!

Cheers,
{Signature}

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8. 60 day check-in email

Subject: Checking in on day 60!! How's it going?

Body:

Hi {first name},

You've now reached your first 60 days at {company name}, congratulations!

I hope your experience has been great so far. I'd like to put some time on your calendar to check-in and see how things are going, and offer any support that you may need.

Here are a few times that could work, let me know which time works for you.

{meeting time options}

Looking forward to chatting with you,
{Signature}

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9. 90 day check-in email

Subject: 90 days at {company}! How's it going?

Body:

Hi {first name},

You've officially passed the 90 day mark at {company name}, congratulations!

It's time for another check-in to see how you're doing and touch base on any support you might need. Let's put some time on the calendar!

Here are a few times that could work, let me know which time works for you.

{meeting time options}

Looking forward to chatting with you,
{Signature}

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About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams.

Until now, there is no employee management software that is built to holistically support the end-to-end employee lifecycle. Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

We believe that the world of work has changed – so we're building the tools for it.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

To see Omni in action, [schedule a product tour](#), or visit us at <https://omnihr.co/>.

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