

NEW HIRE, FIRST DAY? ENSURE SUCCESS WITH THIS EMAIL TEMPLATE

EMAIL: YOUR FIRST DAY AGENDA

From:

To:

Subject:

Important information about your first day at [Company name]

Dear [New hire's name],

Welcome to [Company name]. We're so excited to have you join our team.

Please see the agenda for your first day at work below. I've also attached a few additional resources to help you feel prepared and comfortable before you start.

Day One Agenda

[Time] - [Activity/Meeting]

Location: [Office address / Virtual meeting link]

[Brief description]

[Time] - [Activity/Meeting]

Location: [Office address / Virtual meeting link]

[Brief description]

[Time] - [Activity/Meeting]

Location: [Office address / Virtual meeting link]

[Brief description]

[Time] - [Activity/Meeting]

Location: [Office address / Virtual meeting link]

[Brief description]

Additional Resources:

[Company handbook] – Everything you need to know about our policies, procedures, and workplace culture.

[New hire FAQs] – Quick answers to new employees' common questions.

[Glossary of abbreviations] – A helpful guide to understanding our company's standard abbreviations and language.

We hope these resources will help you familiarize yourself with our company. Feel free to reach out if you have any questions before your first day. We're here to help you every step of the way.

Looking forward to seeing you on [Start date].

Best regards,

[Your name]

[Your position]

[Your contact information]



NEW HIRE READY TO LOG IN? USE THIS EMAIL TEMPLATE

EMAIL: LOGIN DETAILS

From:

[Redacted]

To:

[Redacted]

Subject:

Your login details

Hi [New hire name],

Welcome to the team! We're excited to have you on board. Below are the details you'll need to get started on your first day:

Log-In Details:

Your new email address:

[\[email@company.com\]](mailto:[email@company.com])

Temporary Password: [password]

Please change your password upon your first login.

Join our company chat here: [\[link to company chat, such as Slack or Lync\]](#).

This is where we keep in touch, share updates, and collaborate across teams.

If you run into any issues, feel free to reach out. We're here to help!

Best regards,

[Your name]

[Your position]

[Your contact information]

