

A welcome email for someone with an in-office first day

Hi [employee name],

We can't wait for you to join the [company name] team!

We're excited by your [insert new hire talents] skills, they'll be crucial in helping us reach our goal to [insert goal].

You're hopefully looking forward to your first day! Your start date will be [insert start date], and we'd like you to arrive at [insert time]. It's not a fashion show, but our dress code is [offer dress code guidance].

Here's what you'll need to bring with you on the day [explain documents needed] but you can leave lunch at home, it's on us!

In the meantime, if you've got any questions, just give me a shout.

Kind regards,
[Your name]