

A welcome email for someone with a remote 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 be online at [insert time].

Don't worry, we'll make sure you've got all the equipment you need and will send you a form so you can tell us about your technology requirements.

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

Kind regards,
[Your name]