

hireful.

email onboarding pack



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all email template links:

Email 1: Welcome email

Email 2: Introduction to the Team: Faces and names.

Email 3: The onboarding schedule

Email 4: Virtual onboarding platform (for remote employees)

Email 5: Expectations setting (can be sent on first day)

Email 6: Line manager reaching out

Email 7: employee advocacy, engagement and D&I

Email 8: Company newsletter

Email 9: Case studies, client testimonials or recent wins

Email 10: IT set up (important for remote employees)

Email 11: Office logistics, parking etiquette and car share info

Email 12: Access to company resources – (what you can share)

Email 13: Learning and training opportunities

Email 14: FAQs and Important contacts

Email 15: Meet and greet with senior leaders / Managers

Email 16: Buddy or Mentor Introduction

Email 17: Employee Handbook and Policies

Email 18: Social events and networks

Email 19: First day details

Email 20: Welcome Package (email and direct mail)

Email 21: Ongoing follow-up

Email 22: Check in surveys

Email 23: Celebratory email

Email 24: Milestones and achievements – 6-month engagement mark

Email 25: Will you be our next mentor? (Is it time to pay it forward?)

email onboarding pack



In this pack, you'll find a suggested onboarding communication schedule, featuring a series of emails that you can send to your new joiner. We have included 25 email templates that you can pick and choose from to build into your employee onboarding section. Each template is linked in this document, with an example for wording. Be guided by your intuition and feedback from your newly onboarded employees as to what feels right for your organisation. You don't want to make them feel pressurised by your content, so short is often best. Some of the emails you might want to deliver once your employee has started with your organisation.

It's important your emails match the tone of other internal communications, as well as your company brand and culture. Here at hireful, our tone is informal and includes subtle humour. We've taken this approach with these email templates and offered an alternative more formal style to guide you. All emails have been top and tailed with suggested introductions and sign offs – again, feel free to choose what you think is ideal for your new employee and what matches your organisation's tone. These templates are our guides to help save you some time and give you some inspiration!

The first email might be longer format, then opt for something that takes you to 100 words or less. Use key facts that they might find helpful, make it as personalised as possible with video or images, and as long as it doesn't go against your company style, throw in some gifs to break up any wordy content.

Good luck delivering the best onboarding experience for your new joiners!

email 1: welcome email

Welcome Email: Send a warm, personalised welcome email immediately after they accept the offer. Thank them for accepting, re-iterate your excitement, and provide a brief overview of what to expect during the onboarding process. Focus very much on them and continue to write in a tone of voice that gets them excited about joining your organisation and makes them see themselves working for the business. Less we and more you. Set out what they can expect in the onboarding section, how regularly you will communicate with them, and why. Explain what you are hoping it will achieve and enable your new employee to ask any questions along the way.





email 1: welcome email

Subject: Welcome to the [Company Name] Family, [Employee's Name]!

Dear [Employee's Name],

Hip, hip, hooray! It's with a skip in our step and bubbles of excitement that we extend a jolly good welcome to you as the newest member of our [Company Name] family. We wanted to break out the confetti cannons and throw a mini-celebration!

First and foremost, we couldn't be more thrilled to have someone as skilled and remarkable as you join our outstanding team. We're here to support, nurture, and cheerlead you every step of the way as you take your next career steps with us. You hold the key to your own success, and we couldn't be more bloomin' excited to witness it firsthand and help you to develop your skills even further.

In the next few weeks, you can expect to receive a detailed itinerary of the onboarding process that will whisk you away on a whirlwind journey of discovery! We'll introduce you to your marvellous teammates, provide you with sneak peeks into our top-secret projects, and present you with a treasure trove of insider information about our culture, values, and quirky traditions.

If you find yourself with any questions, musings, or cake-related cravings (we also have fruit), don't hesitate to drop us a line. Our sensational HR team is eagerly awaiting your messages at [HR Contact Information]. They're known to respond with lightning speed and soul-soothing cups of tea!

Have an awesome week,

Recruiter Contact



email 1: welcome email

formal version:

Subject: Welcome to the [Company Name] Team, [Employee's Name]!

Dear Employee Name

With an abundance of enthusiasm, we extend our sincere and heartfelt welcome to you as the latest addition to our prestigious [Company Name] team. We wish to express our deepest appreciation for your choice to align your professional journey with our esteemed organisation. We are fully committed to your growth and development, and we stand ready to provide the essential guidance and encouragement required for your success. Your journey with us presents an exciting opportunity for your skills to flourish, and we keenly anticipate the milestones of your advancement.

Over the forthcoming weeks, you will receive a meticulously planned itinerary, which carefully delineates the onboarding process. This meticulously structured agenda will serve to introduce you to your esteemed colleagues, provide privileged insights into our confidential projects, and convey an extensive wealth of insider knowledge encompassing our corporate culture, values, and cherished traditions.

If any queries or concerns arise at any juncture during this inaugural phase, please do not hesitate to contact us. Our dedicated HR team is eagerly awaiting your correspondence and may be reached at [HR Contact Information]. They are renowned for their prompt responses and unwavering commitment to providing assistance.

As you embark on this significant chapter of your professional journey, we extend our most sincere wishes for a truly remarkable and productive week ahead.

Warmest regards,

[Recruiter Contact] [Company Name]

email 2: introduction to the team: faces and names

In this second email, get straight to it and introduce the team – if you haven't already shared info on them. Within the first week of acceptance, send an email introducing the new employee to their future team members. Include names, positions, and a short description of their expertise and contributions. Encourage team members to reach out and offer their support.

Go the extra mile with a video message from their new line manager and buddy or mentor or some video intros from the team. People react and engage better with personalised content, and a happy dance video from your new line manager, might make you feel more excited about your new role.

Why do this?

You've spent all of this time searching for the quality hire, and invested financially into recruiting them, so why wouldn't you spend lots of time on making them feel incredibly welcome into their new work family. You want this to be their new home (and hopefully for the long term), so put the time, thought, and effort in.





email 2: introduction to the team: faces and names

Dear New employee!

We believe that a warm, engaging welcome sets the foundation for a long and rewarding relationship. As dedicated as you were during the hiring process, we're equally invested in ensuring you feel right at home here. Our aim is for you to plant your roots firmly in our [Company Name] family and flourish in ways you never thought possible!

Your line manager and buddy/mentor are excited that you've accepted our offer and are ready to make you feel like a superhero. And not just them, the entire team is rallying behind you, here to offer their support and suggestions on as you embark on your incredible career journey with us.

Once you've finished watching, don't be shy—reach out to your new team members, say hello, and let them know how thrilled you are to be joining forces with them J. They can't wait to get to know you and offer any assistance you may need to help you settle into your new role.

Talking heads

Vid 1

Vid 2

Vid 3

Vid 4

Best regards,

Hiring team / HR team

Or you can ask that your hiring manager creates a personalised email to the new employee.



email 2: introduction to the team: faces and names

formal version:

The Hiring Team / HR Team

Dear New Employee,

A heartfelt welcome to [Company Name]! We firmly believe in laying the foundation for a lasting and fruitful relationship from the very beginning. Your commitment during the hiring process has been admirable, and we are equally committed to ensuring your sense of belonging here. Our goal is for you to thrive and flourish within our [Company Name] family.

Your line manager, alongside your designated buddy/mentor, eagerly anticipates your arrival and is poised to provide exceptional support. Beyond their enthusiasm, the entire team is united in welcoming you warmly. They are ready to assist and offer insights as you embark on your remarkable career journey with us.

Upon viewing the introductory videos, we encourage you to reach out to your new team members, introduce yourself, and share your enthusiasm about joining forces with them. They are equally excited to get to know you and provide any assistance you may require for a smooth transition into your new role.

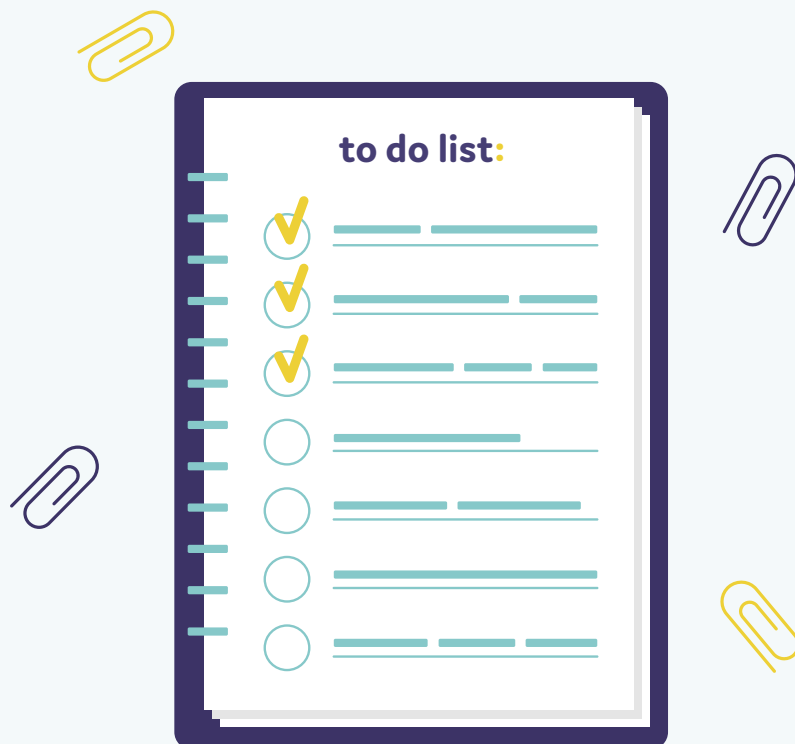
Should you have any questions or need further information, please do not hesitate to contact us. We are here to ensure your integration is as seamless and comfortable as possible.

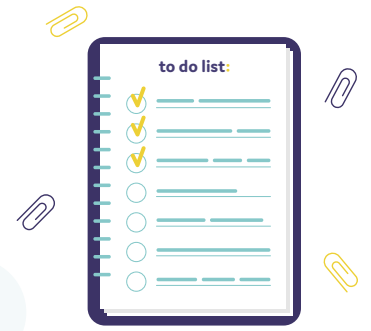
Best regards,

Hiring Team / HR Team
Regenerate

email 3: the onboarding schedule

Share with your new employee, their onboarding schedule: Let them know exactly what they can expect and when. If there are any things they need to complete, or documents they need to share, give them a list and timeframe to do this in. Outline the activities, sessions, and meetings planned before the employee's start date. This helps them prepare prior to joining you and helps them to see themselves as a part of the business and included from the start. Ensure you personalise this to them and you can include something fun or an anecdote from the team!





email 3: the onboarding schedule

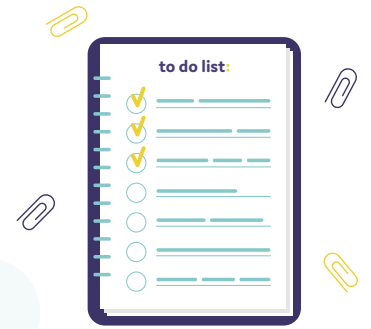
a. Dear new employee

As promised, here is your onboarding schedule. This has been carefully curated to ensure that you get the best out of your first few weeks. We want to ensure that you feel as snug as a bug in a rug, armed with all the knowledge, connections, and tools to conquer the universe (or at least, your new role!)

Our countdown is on, so get ready to embark on a thrilling adventure with your new work-family.

Best regards

Or you can use a different version that highlights a few of the onboarding activities



email 3: the onboarding schedule

b. Dear new employee,

We wanted to share a sneak peek into your first week with us:

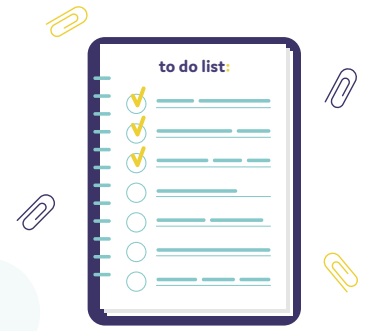
- [Insert Activity 1]: Get to know the heart and soul of [Company Name] with a heartwarming virtual tour led by our very own office explorer, [Team Member's Name]. You'll be transported through our digital wonderland, complete with fun anecdotes and surprises along the way.

- [Insert Session 2]: Join our energetic HR team for an interactive session where they'll uncover the hidden treasures of our company culture, values, and the secret handshake (just kidding...) Expect laughter, team building exercises, a bit of learning about yourself (and your new team) all with sprinkles of HR wisdom.

- [Insert Meeting 3]: Brace yourself for a virtual meet-and-greet with your soon-to-be colleagues. We've dished up a virtual hangout where you can swap stories, share your favourite memes, and unleash your hidden talents!

Remember, this schedule isn't set in stone. We're here to accommodate your needs and adjust as necessary. What's important is that you get the opportunity to integrate into the business quickly and build your contact network across the business.

Until next time



email 3: the onboarding schedule

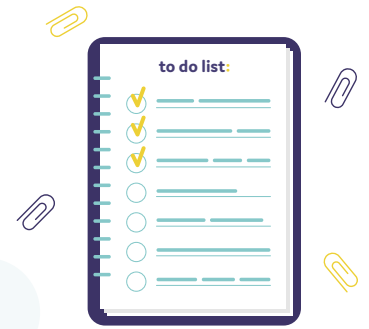
formal version:

a. Dear New Employee,

As promised, we're providing you with your onboarding schedule. This schedule has been thoughtfully designed to ensure that you make the most of your initial weeks with us. Our aim is to equip you with the knowledge, connections, and tools necessary to excel in your new role, ensuring your comfort and confidence.

The countdown has begun, and we're excited to see you embark on this exciting journey with your new work-family.

Best Regards,
The Hiring Team / HR Team



email 3: the onboarding schedule

b. Dear New Employee,

We would like to provide you with a glimpse of what your first week with us will look like:

- [Insert Activity 1]: Begin your journey into the heart and soul of [Company Name] with an engaging virtual tour guided by our in-house office explorer, [Team Member's Name]. This digital adventure will be filled with interesting anecdotes and surprises along the way.
- [Insert Session 2]: Join our dynamic HR team for an interactive session where they will unveil the nuances of our company culture, values, and perhaps even a few lighthearted team-building exercises. Expect a blend of self-discovery, insights into your new team, and a touch of HR expertise.
- [Insert Meeting 3]: Brace yourself for a virtual meet-and-greet with your soon-to-be colleagues. We've arranged a virtual gathering where you can share stories, and even showcase your hidden talents.

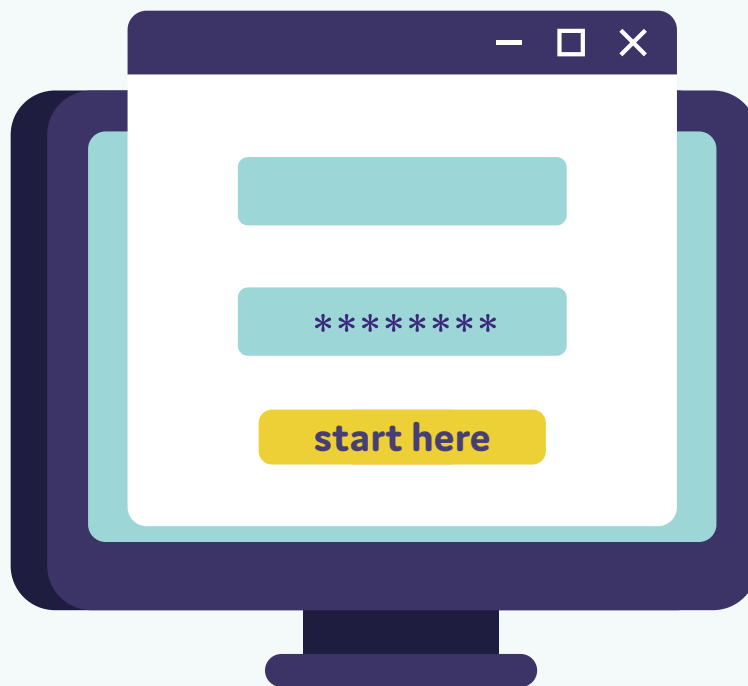
Please keep in mind that this schedule is flexible, and we are here to adapt to your needs as required. Our primary objective is to ensure you have the opportunity to quickly integrate into the organisation and expand your network across the business.

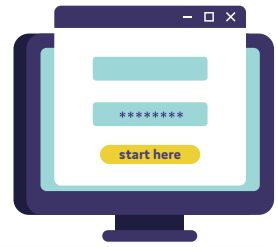
Until our next communication,

[Your Name]
The Hiring Team / HR Team

email 4: virtual onboarding platform (for remote employees)

Make your onboarding EASY! No complicated additional platforms to join. Ideally it will all appear as one account to your new employee, even if it is from different tech.





email 4: virtual onboarding platform (for remote employees)

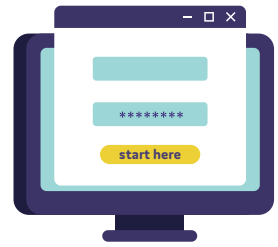
Dear new employee

Here at [Company Name], we've waved our magic wands and conjured up an enchanting onboarding experience that will feel like a delightful stroll through the English countryside. We understand the importance of a seamless transition, so we've worked our socks off to make sure it all appears as one unified account, even if it involves different HR tech bits and bobbles behind the scenes.

Log in to our incredible portal and find all the necessary forms, documents, and information are gathered together in one harmonious symphony. It's like sipping a perfectly brewed cuppa while basking in the warm glow of simplicity and convenience. You can use this portal for as long as you need to refer to it.

Get ready to weave your own story within the tapestry of [Company Name]. We're absolutely chuffed to have you join our extraordinary team, and we're committed to ensuring that your orientation into the team and wider organisation is a successful and enjoyable experience.

Any questions, let me know!



email 4: virtual onboarding platform (for remote employees)

formal version:

Dear New Employee,

At [Company Name], we designed an onboarding experience to ensure your transition is as seamless as possible. We understand the importance of a well-structured onboarding process. Behind the scenes, our team has worked diligently to integrate various HR technologies to provide you with a unified and organised platform.

Upon logging into our portal, you will find all the necessary forms, documents, and information conveniently assembled in one place. This portal will serve as a comprehensive reference tool that you can access for as long as needed.

Prepare to become an integral part of the [Company Name] team. We are genuinely pleased to welcome you, and we are committed to making your integration into both the team and the broader organisation a successful and enjoyable experience.

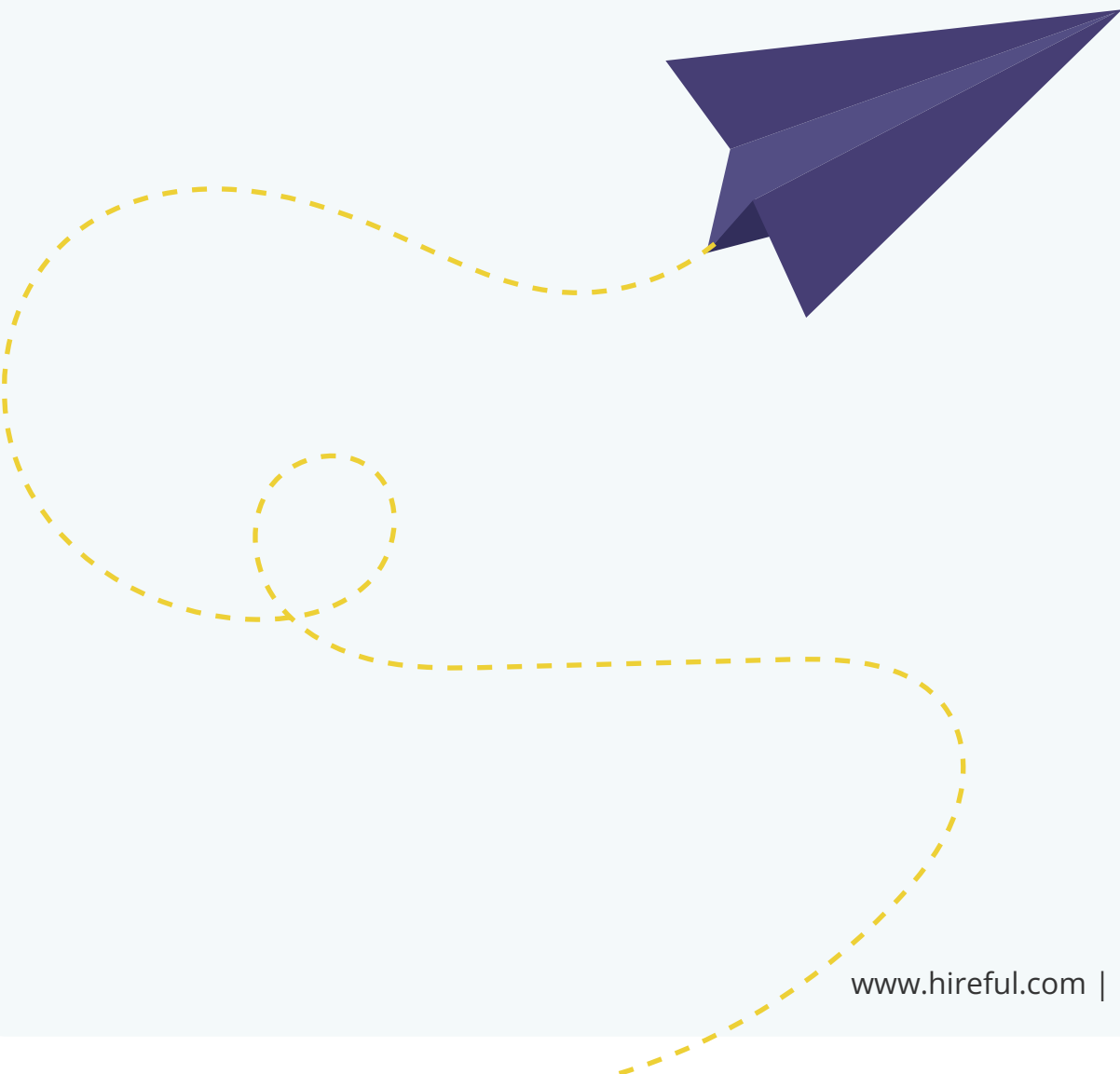
If you have any questions, please feel free to reach out.

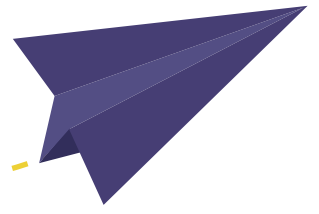
Best Regards,
The Hiring Team / HR Team

email 5: expectation setting



Give them an idea of what they can expect in their first few weeks. This means even after an induction programme. Help them to understand the expectations and how they may be enabled to settle into the business. This should be relaxed and informal and not overwhelming!





email 5: expectation setting

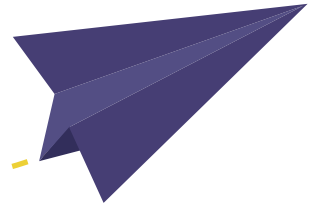


Dear [Employee's Name],

As you settle into your role, we want to give you a glimpse of what to expect in your first few weeks. Take a deep breath and get ready for a balance of exploring your responsibilities, connecting with your team, and immersing yourself in our vibrant culture.

We've designed a supportive environment where questions are encouraged, challenges are embraced, and growth is nurtured. Rest assured, we'll be there to guide you every step of the way and make this transition a smooth one. You can expect regular catch ups with your mentor and buddy, frequent team meetings and daily check ins.

Warmest regards,



email 5: expectation setting



formal version:

Dear [Employee's Name],

As you settle into your role, we aim to provide you with an overview of what you can anticipate in your initial weeks. Your journey will involve a mix of familiarising yourself with your responsibilities, establishing connections with your team, and immersing yourself in our dynamic culture.

We have cultivated a supportive environment that encourages questions, embraces challenges, and nurtures growth. You can be confident that we will be by your side, offering guidance at every juncture to ensure a seamless transition. Expect regular meetings with your mentor and buddy, frequent team gatherings, and daily check-ins.

Warmest Regards,
The Hiring Team / HR Team

email 6: line manager reaching out

Invitation for a virtual coffee / face to face before they join. This is a relaxed meeting that should enable them to ask any questions, of their line manager or team. You could bring them together with their buddy/mentor so that they get to meet them prior to the start date.





email 6: line manager reaching out

Subject: Inviting You for a Virtual Coffee – I'd love to chat before your join date

Dear [Employee's Name],

Before your exciting start with us, I thought it would be ideal to have a relaxed virtual coffee together. You'll get the chance to ask any questions of me and also get acquainted with your buddy/mentor. It's the perfect opportunity to create connections and ensure a smooth transition into our [Company Name] family. Let us know your preferred date and time, and we'll arrange this delightful get-together.

Get ready for a warm chat, laughter, and everything you can expect and experience from day one at [Company name]. Looking forward to sharing a virtual coffee with you!

Warm regards,

[Your Name] [Your Position] [Company Name]



email 6: line manager reaching out

formal version:

Dear [Employee's Name],

In anticipation of your upcoming start date, I believe it would be beneficial to arrange a relaxed virtual coffee chat. This will provide you with the opportunity to pose any questions you may have and become acquainted with your buddy/mentor. It's an ideal setting for building connections and ensuring a seamless entry into our [Company Name] team. Kindly share your preferred date and time, and we will coordinate this enjoyable meeting.

Prepare for an informal conversation, some light-hearted moments, and an introduction to what you can expect from day one at [Company Name]. I look forward to sharing a virtual coffee with you!

Warm Regards,

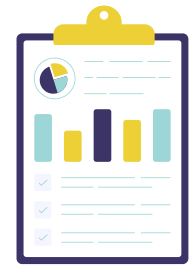
[Your Name] [Your Position] [Company Name]

email 7: employee advocacy, engagement and D&I

Sometimes onboarding doesn't go so well and new joiners can feel left in the dark or unsure about their decision - even more so if you have an employer waving a counter offer in your soon to be employee's direction. Keep them engaged with an employee advocacy email.

Share something from new employees or recent employee feedback – if your employees are regularly taking to social media to talk about how amazing you are to work for, then capitalise on this. You could even share the employee engagement survey, or D&I survey, to share what matters to the company, your culture and values and give your new employee a good insight into the new company that they are joining.





email 7: employee advocacy, engagement and D&I

Dear new employee,

We strongly believe that our employees are our most valuable assets, and their experiences and feedback play a significant role in shaping our work environment. We carry out annual D&I and employee engagement surveys to understand perspectives across the business as to how we are doing and what we could do better. By sharing this recent survey, we aim to give you a deeper understanding of the vibrant community you're about to join. [Include stat from your employee engagement survey].

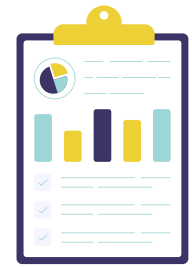
We love hearing from our employees and thought that you might be interested to see these posts / watch these videos about our employees' experiences into working with [Company Name].

If you're interested in looking at these surveys, please let us know, and we'll be more than happy to provide you with access. Feel free to ask any questions or share any thoughts you may have along the way.

We can't wait for you to experience first-hand the supportive and inclusive atmosphere that defines [Company Name]. We're excited to have you on board and share in the remarkable journey ahead.

Best regards,

Hiring / HR team



email 7: employee advocacy, engagement and D&I

formal version:

Dear New Employee,

At [Company Name], we hold a strong belief that our employees are our most valuable assets. Their experiences and feedback are instrumental in shaping our work environment.

To gain a comprehensive understanding of perspectives throughout the organisation, we conduct annual D&I and employee engagement surveys. Sharing the results of our recent survey is aimed at providing you with deeper insights into the vibrant community you are about to become a part of. [Include stat from your employee engagement survey].

We value input from our employees, and we thought you might find it interesting to explore these posts or watch videos featuring the experiences of our team members at [Company Name].

Should you wish to review these surveys, please do not hesitate to inform us, and we will be more than willing to grant you access. Feel free to raise any questions or share your thoughts along the way.

We are eagerly anticipating your firsthand experience of the supportive and inclusive atmosphere that characterises [Company Name]. We are excited to have you join our team and embark on this remarkable journey together.

Best Regards,
The Hiring Team / HR Team

email 8: company newsletter

Add your new employee to the regular company newsletter. Help them to see what is happening across the business and give them a sense of the company culture and values. It might be that you encourage people to share their experiences of supporting the local community to your business or fundraising for charity. Or you might have some recent info on a social event and a spotlight on an employee within the business. This all helps your new employees to feel like they are part of your team and the journey.





email 8: company newsletter

Dear [Employee's Name],

We're thrilled to officially welcome you to the [Company Name] family! As part of our focus to keep everyone in the loop and foster a sense of togetherness, we've added you to our company newsletter.

Our newsletter is a window into the vibrant happenings across the business, giving you a taste of our company culture, values, and the amazing contributions of our talented team. It's designed to be an enjoyable read, packed with engaging snippets, updates, and stories that highlight our shared experiences.

From celebrating team achievements, promoting exciting initiatives, to sharing insightful articles and upcoming events, our newsletter is the perfect way to stay connected and immerse yourself in the fabric of our company.

Go ahead, have a read and let us know what you think?!

HR team



email 8: company newsletter

formal version:

Dear [Employee's Name],

We are delighted to extend a warm welcome to you as a member of the [Company Name] family. As part of our ongoing efforts to maintain transparency and foster a sense of unity, we have included you in our company newsletter.

Our newsletter serves as a portal into the dynamic activities taking place across our organisation, offering a glimpse into our company culture, values, and the exceptional contributions of our talented team. It features engaging snippets, updates, and stories that showcase our collective journey.

Our newsletter provides an ideal means to stay connected and immerse yourself in the essence of our company.

We encourage you to read it and would appreciate your feedback.

Best Regards,

HR Team

email 9: case studies, client testimonials or recent wins

It's a great idea to share case studies or recent wins - even more so if your new joiner is starting in customer success, marketing, or sales roles. Demonstrate how you engage your clients and why they want to partner with you. What is the magic that your business serves to clients that makes them want to stay with you? What is their opinion of your product and/or service? This helps your new employee to remember that they have made the best decision.





email 9: case studies, client testimonials or recent wins

Dear [New Employee's Name],

We wanted to share some recent case studies that demonstrate the impact of our exceptional teams for our clients. These case studies paint a vivid picture of how we engage with our clients and why they choose to partner with us. They illustrate the value we bring to the table and the unique solutions we offer to address their needs. By delving into these success stories, I'm hoping it helps you to gain invaluable insights into some of the strategies, innovations, and outstanding outcomes we deliver.

These case studies will provide you with a solid foundation to understand our approach, our value proposition, and how we go deliver over and above our clients' expectations. I'd love to hear your thoughts.

Best regards,

Hiring manager



email 9: case studies, client testimonials or recent wins

formal version:

Dear [New Employee's Name],

We would like to share with you some recent case studies that show the impact of our exceptional teams on our clients. These case studies provide a clear view of our client engagement approach and why our clients choose to collaborate with us.

They are proud of the value we bring to the table and the distinctive solutions we offer to address their requirements. By delving into these success stories, we hope to offer you valuable insights into the strategies, innovations, and exceptional outcomes we consistently achieve and how we work with our clients.

These case studies will serve as a solid foundation for you to understand our approach, our value proposition, and the dedication we demonstrate in surpassing client expectations. We look forward to hearing your thoughts.

Best Regards,

Hiring Manager

email 10: IT and equipment set up – vital if they are remote / helpful otherwise

IT and Equipment Setup: what can they expect? Are they able to choose their own equipment? Provide instructions for setting up their computer, software, and other necessary equipment. Make sure it's easy to follow and not just on a sheet of paper. Include any login credentials or accounts they need to create or access and ensure that they know who they can contact to help them gain access to anything. Don't just leave them to figure it out. It's not sink or swim time. It's getting your employee successfully onboarded time.





email 10: IT and equipment set up – vital if they are remote / helpful otherwise

Dear [Employee's Name],

We understand how important a smooth IT and equipment setup is for your onboarding experience. Here's what you can expect and some easy-to-follow instructions to ensure a seamless setup as a remote employee.

Equipment: [Add your info on what they will receive and how.]

Our IT team will reach out to you directly to discuss your equipment needs and provide guidance on selecting the right setup for you.

Computer and Software Setup:

Once you have your equipment, follow the step-by-step instructions enclosed in this email to set up your computer. We've included detailed instructions, complete with screenshots, to make the process straightforward and hassle-free.

When it comes to software installations, our IT team will remotely assist you with installing essential applications specific to your role. They will provide you with the necessary login credentials or accounts you need to access any software platforms relevant to your work.

Access and Support: If you encounter any difficulties during the setup process or if you need assistance at any point, reach out to our dedicated IT support team at [IT Contact Information]. They are available to provide prompt assistance and ensure you have a smooth experience.

Please keep in mind that we're here to support you and want to ensure your successful onboarding. If you have any questions or need further clarification on any aspect of the IT and equipment setup, don't hesitate to let us know. We're more than happy to help.

We can't wait to see you up and running, equipped with everything you need to excel in your new role. Welcome to the team, now get ready for an outstanding onboarding experience!

Best regards,

[Your Name] [Your Position] [Company Name]

P.S. Enclosed below are the step-by-step instructions for setting up your computer:

[Detailed Instructions for Computer Setup]

[Additional Guidelines for Software Installations]



email 10: IT and equipment set up – vital if they are remote / helpful otherwise

formal version:

Dear [Employee's Name],

We recognise the importance of a seamless IT and equipment setup in facilitating your onboarding experience. Here is an outline of what you can expect, along with clear, step-by-step instructions to ensure a trouble-free setup as a remote employee.

Equipment: [Provide details on the equipment they will receive and how it will be provided.] Our IT team will make direct contact with you to discuss your equipment requirements and offer guidance on selecting the appropriate setup that suits your needs.

Computer and Software Setup: Once you have received your equipment, you can follow the comprehensive, user-friendly instructions included in this email to set up your computer. These instructions are accompanied by detailed steps and screenshots to simplify the process.

When it comes to software installations, our IT team will remotely assist you in installing essential applications specific to your role. They will also provide you with the necessary login credentials or accounts required to access relevant software platforms for your work.

Access and Support: Should you encounter any challenges during the setup process or require assistance at any point, our dedicated IT support team is readily available. You can reach out to them at [IT Contact Information], and they will ensure you receive prompt assistance to ensure a smooth experience.

Please remember that we are here to support you and are committed to ensuring a successful onboarding process. If you have any questions or need further clarification regarding any aspect of the IT and equipment setup, do not hesitate to contact us. We are here to assist you.

We eagerly anticipate your seamless integration into our team, fully equipped to excel in your new role. Welcome to the team, and prepare for an exceptional onboarding experience!

Best Regards,
[Your Name] [Your Position] [Company Name]

P.S. Enclosed below are the step-by-step instructions for setting up your computer:
[Detailed Instructions for Computer Setup]
[Additional Guidelines for Software Installations]

email 11: office logistics, parking etiquette and car share info

Provide any necessary information about office logistics, such as parking facilities, accessing the building after office hours, or orientation sessions. Include a video walk through of the office and introduce a few team members on the walk around. Help the employee to gain insight into the business and see who works around the office. Show them their new desk, breakout areas, film the team in a meeting room, or just key areas across the office space. Help them to start to see themselves within the business.





email 11: office logistics, parking etiquette and car share info

Dear New Employee,

To ensure a smooth transition into our office space, we wanted to provide you with all the necessary information regarding office logistics. We've also prepared a video walk-through of our office, introducing key areas and team members, to help you visualise your new workplace.

Office Logistics:

Parking Facilities: [Provide details about parking facilities, such as available spaces, designated areas, and any parking pass requirements.]

Accessing the Building: [Inform the employee about building access after office hours, including procedures for keycards or security codes.]

Please find the office walk through video linked [here: insert video link] – any questions, just let us know before your start date.

Best regards,

HR team



email 11: office logistics, parking etiquette and car share info

formal version:

Dear New Employee,

In order to facilitate a seamless transition into our office space, we are pleased to provide you with essential information regarding office logistics. Additionally, we have prepared a video walk-through of our office, which introduces key areas and team members, to help you visualise your new workplace.

Office Logistics:

Parking Facilities: [Provide details about parking facilities, such as available spaces, designated areas, and any parking pass requirements.]

Accessing the Building: [Inform the employee about building access after office hours, including procedures for keycards or security codes.]

You can access the office walk-through video via the following link: [insert video link]. Should you have any questions or require further information before your start date, please do not hesitate to reach out.

Best Regards,
HR Team

email 12: access to company resources – (what you can share)

Access to Resources: Share access to company resources such as intranet or internal employee engagement board, any knowledge bases for relevant articles and content (as long as it is up to date), and training materials. Provide guidance on how to navigate resources and encourage employees to explore them before their start date. However, make sure they don't feel pressured to do anything, they still haven't joined your business. Give them fair warning if there are any onboarding courses that they need to complete as well as any compliance or legal courses that they must complete in a certain timeframe before joining the business. This is a much better approach, rather than berating a new employee if they have missed a deadline on a course. As a new joiner, they have a lot to get up to speed with and understand, help them out and be kind!





email 12: access to company resources – (what you can share)

Dear [Employee's Name],

Before your start date, we want to provide you with access to important company resources. Our intranet is a hub for news and policies, and the employee engagement board allows you to connect with colleagues.

You'll also be able to explore knowledge bases and training materials specific to your role. Take your time to navigate these resources. There are some courses that you need to complete in your first couple of weeks including [insert info]. We'll provide login credentials and instructions on accessing these tools on your first day, so there is no need to complete these now. We're excited to have you onboard!

Best regards, [Your Name] [Your Position] [Company Name]



email 12: access to company resources – (what you can share)

formal version:

Dear [Employee's Name],

Prior to your start date, we would like to grant you access to essential company resources. Our intranet serves as a central repository for news and policies, and the employee engagement board offers a platform for connecting with colleagues.

You will also have the opportunity to explore knowledge bases and training materials that are tailored to your specific role. Please take your time to familiarise yourself with these resources. Certain courses will need to be completed in your initial weeks, including [insert information]. Rest assured, we will provide you with login credentials and instructions for accessing these tools on your first day, so there is no need to complete them at this moment.

We look forward to welcoming you aboard!

Best Regards,

[Your Name] [Your Position] [Company Name]

email 13: learning and training opportunities

If they ask for any preparatory reading or training: Share what you have - on demand, short courses will work best. On demand video platforms and any reading material will be ideal here. This will help the employee get up to speed on their role, industry, or specific tools they will be using.





email 13: learning and training opportunities

Dear [New Employee],

We're passionate about your learning and helping you to achieve your career goals. We have curated a selection of on-demand video platforms where you can access industry-related content and relevant training materials that will be available when you join the organisation. You will also work with your line manager to identify any training and development opportunities you would like to see as part of your career development.

Feel free to reach out with any specific topics or tools you'd like to focus on, and we'll tailor the resources accordingly as part of your induction into the organisation.

Best regards,

[Your Name] [Your Position] [Company Name]



email 13: learning and training opportunities

formal version:

Dear [New Employee],

We are dedicated to supporting your learning journey and helping you achieve your career objectives. We have carefully curated a selection of on-demand video platforms that provide access to industry-specific content and pertinent training materials, all of which will be accessible upon your onboarding. Additionally, you will collaborate with your line manager to identify any training and development opportunities that align with your career aspirations.

Please don't hesitate to reach out if you have specific topics or tools in mind that you would like to prioritise, and we will customise the available resources accordingly as part of your orientation within the organisation.

Best Regards,

[Your Name] [Your Position] [Company Name]

email 14: FAQs and important contacts

Here are some examples of recordings that we have created for our hiring managers in the business (examples of hiring manager videos we have created for our business here)





email 14: FAQs and important contacts

Dear [New Employee's Name],

To make your transition smoother, we've compiled a list of frequently asked questions (FAQs) and important contacts. We believe that putting faces to names enhances communication, so we've included links, images, videos, and voice notes from various members of the business. You can access these resources here: [insert link] or from the links next to each name below. If you have any additional questions, feel free to reach out to the respective contacts provided. We can't wait to have you join our team!

- HR contact
- IT contact
- Hiring manager
- Mentor / buddy

Best regards, [Your Name] [Your Position] [Company Name]



email 14: FAQs and important contacts

formal version:

Dear [New Employee's Name],

To facilitate a smoother transition, we have compiled a list of frequently asked questions (FAQs) and essential contacts. We believe that associating faces with names enhances communication, so we have incorporated links, images, videos, and voice notes from various members of the organisation.

You can access these resources here: [insert link] or through the links provided next to each name below. If you have any additional questions, please do not hesitate to reach out to the respective contacts mentioned. We look forward to having you join our team!

- HR Contact
- IT Contact
- Hiring Manager
- Mentor / Buddy

Best Regards,
[Your Name] [Your Position] [Company Name]

email 15: meet and greet with senior leaders / managers

Meet-and-Greet with Senior Managers or Leaders, depending on the role level. Get the leader to share their own story of joining the business and what they love about working for the company. What are they looking forward to the business achieving this year and what is a notable achievement or win for the company so far in the quarter or half year?





email 15: meet and greet with senior leaders / managers

Dear [Employee's Name],

You have a meet-and-greet session with senior managers or leaders scheduled. They will share their own joining stories, what they love about our company, notable achievements in the current quarter and our goals for the year ahead. It's an opportunity for you to connect and gain insights.

Get ready for an inspiring experience!

Best regards, [Your Name] [Your Position] [Company Name]



email 15: meet and greet with senior leaders / managers

formal version:

Dear [Employee's Name],

You have a meet-and-greet session with senior managers or leaders scheduled. During this session, they will share their own experiences upon joining, their appreciation for our company, notable achievements in the current quarter, and our objectives for the upcoming year. This is a valuable opportunity for you to connect with the leadership team and gain insightful perspectives.

Prepare for an informative and inspiring experience!

Best Regards,

[Your Name] [Your Position] [Company Name]

email 16: buddy or mentor introduction

Introduce the new employee to their buddy or mentor who can guide them through the initial days to the first six months. For successful onboarding and employee engagement, you want to ensure that your employee feels like they have been given every opportunity to be a success and get up to speed quickly with the business. Introduce the buddy via email and encourage the new employee to reach out for assistance, questions, or informal chats. Share social links and anything that buddy might want to share about working for the business.





email 16: buddy or mentor introduction

Dear [Employee's Name],

We're delighted to introduce your buddy/mentor, who will guide you through your initial days to the first six months. They are here to support your onboarding, answer questions, and have informal chats. Feel free to reach out to them via email or phone:

Name: [Buddy/Mentor's Name] Email: [Buddy/Mentor's Email] Phone:
[Buddy/Mentor's Phone Number]

Connect with them on social media for further insights into working at our company. They are excited to help you succeed. Welcome aboard!

Best regards, [Your Name] [Your Position] [Company Name]



email 16: buddy or mentor introduction

formal version:

Dear [Employee's Name],

We are pleased to introduce your buddy/mentor, who will play a significant role in assisting you during your initial days to the first six months. Their primary responsibilities include supporting your onboarding, addressing any queries you may have, and engaging in informal conversations.

You are encouraged to contact them through either email or phone:

- Name: [Buddy/Mentor's Name]
- Email: [Buddy/Mentor's Email]
- Phone: [Buddy/Mentor's Phone Number]

To gain further insights into our company and the working environment, you can also connect with them on social media. They are enthusiastic about contributing to your success. Welcome aboard!

Best Regards,

[Your Name] [Your Position] [Company Name]

email 17: employee handbook and policies

Share the employee handbook and highlight key company policies, including leave policy, remote work guidelines, and code of conduct. This one you probably want to encourage them to read, but you could create a fun quiz to help get them to engage with your document.





email 17: employee handbook and policies

Dear [New Employee's Name],

We are excited to share our employee handbook with you, which outlines important company policies and guidelines. It's essential to familiarise yourself with these policies, including our leave policy, remote work guidelines, and code of conduct.

We encourage you to read the employee handbook thoroughly as it provides crucial information for your successful integration into our company culture. To make the process more engaging, we have created a fun quiz based on the handbook. It's an opportunity to test your knowledge while having a bit of fun. You can access the quiz here: [insert quiz link].

Should you have any questions or need further clarification on any policy, you can get in touch with me directly at any time.

Best regards

HR team



email 17: employee handbook and policies

formal version:

Dear [New Employee's Name],

We are pleased to present our employee handbook, a comprehensive document outlining important company policies and guidelines. It is crucial to acquaint yourself with these policies, including our leave policy, remote work guidelines, and code of conduct.

We encourage you to thoroughly review the employee handbook, as it contains essential information for your seamless integration into our company culture. To make the process more engaging, we have designed a quiz based on the handbook. This quiz serves as an opportunity to test your knowledge while having a bit of fun. You can access the quiz by following this link: [insert quiz link].

If you have any questions or require further clarification on any policy, please do not hesitate to contact me directly at any time.

Best Regards,
HR Team

email 18: social events and networks

Inform the new employee about any upcoming social events, team-building activities, or company-sponsored groups they can join. Do you have five-a-side teams, or sporting leagues? What do you do as a company / department or team? This promotes a sense of belonging and encourages early networking. Give them insight into the types of hobbies or activities employees tend to enjoy at the business. Cover off your intention to foster a sense of belonging and to encourage early networking across departments.





email 18: social events and networks

Dear New Employee,

We value work-life balance for you and understand that employees have diverse interests and hobbies. We offer a number of sporting and other interests clubs. Now we don't expect you to take part in any groups, as true to our word, we're all about life balance. We've strived to accommodate different preferences and create an inclusive environment where everyone can find activities that resonates with their hobbies. Here are some of the activities and groups you can look forward to:

Social Events: We regularly organise social events such as team lunches, happy hours, and company-wide celebrations to create opportunities for employees to connect and unwind.

Team-Building Activities: Throughout the year, we plan team-building activities that promote collaboration and enhance relationships among team members. These activities may include off-site retreats, team challenges, and workshops.

Company-Sponsored Groups: We have various company-sponsored groups where employees with shared interests can come together. These groups could include hobby clubs, book clubs, volunteering initiatives, and more. You'll have the chance to join these groups and connect with like-minded colleagues.

Sports and Fitness: As a company, we encourage physical well-being and often have sports teams or participation in local sporting leagues. Whether it's soccer, basketball, or any other sport you enjoy, there may be opportunities for you to participate and stay active.

Department/Team Specific Activities: [Get the hiring manager to share info here]. Once you join, you'll have the opportunity to explore and participate in these team-specific initiatives.

Best regards,

HR team



email 18: social events and networks

formal version:

Dear New Employee,

At [Organisation Name], we prioritise work-life balance and are dedicated to fostering a supportive and engaging environment. We acknowledge that our employees have diverse interests and hobbies, and we want to underscore that participation in any of the groups is entirely optional. We emphasise the importance of maintaining a balanced life. Our aim is to accommodate a range of preferences and create an inclusive environment where everyone can find activities that align with their interests.

Here are some of the activities and groups you can anticipate:

Social Events: We routinely organise social gatherings such as team lunches, happy hours, and company-wide celebrations to provide opportunities for employees to connect and unwind.

Team-Building Activities: Throughout the year, we arrange team-building activities that promote collaboration and strengthen relationships among team members. These activities may encompass off-site retreats, team challenges, and workshops.

Company-Sponsored Groups: We host various company-sponsored groups where employees with shared interests can come together. These groups may include hobby clubs, book clubs, volunteering initiatives, and more. You will have the opportunity to join these groups and connect with like-minded colleagues.

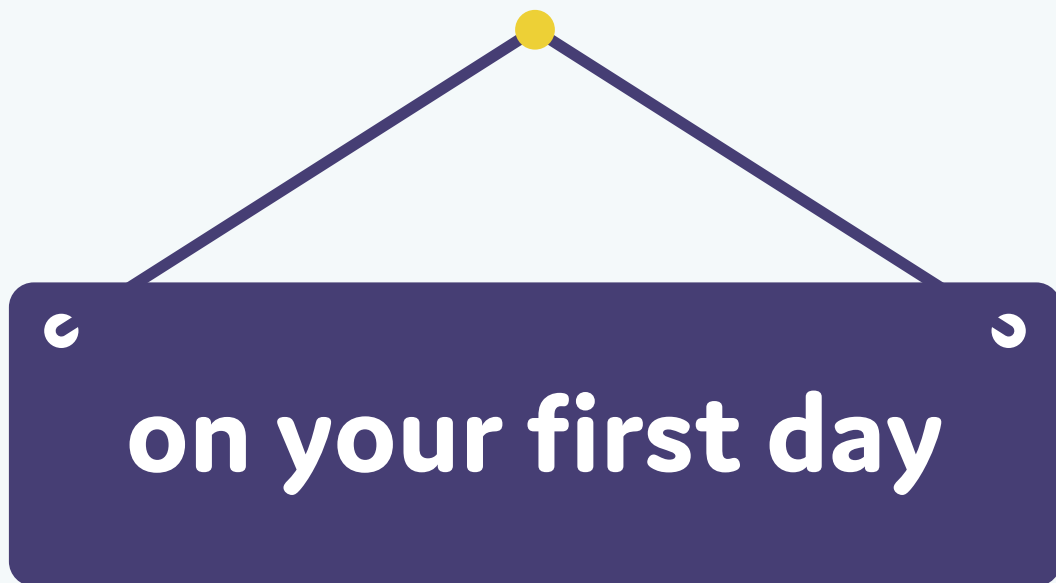
Sports and Fitness: As a company, we promote physical well-being and sometimes engage in sports teams or participation in local sporting leagues. Whether it's soccer, basketball, or any other sport you enjoy, there may be opportunities for you to participate and stay active.

Department/Team Specific Activities: [Get the hiring manager to share info here]. Once you join, you will have the chance to explore and participate in these team-specific initiatives.

Best Regards,
HR Team

email 19: first day details

A day before their start date, send an email detailing the schedule for their first day, including the time to join any virtual meetings, orientations, or team introductions. Make sure you have some face-to-face time and ensure that the team are prepared to get involved in the onboarding too.



email 19: first day details

Subject: Welcome! Schedule for Your First Day

Dear [Employee's Name],

We are delighted to welcome you to [Company Name]! We want to ensure your first day is smooth and engaging. Here's the schedule:

10:00 AM: Join the virtual orientation session led by HR to provide you with important information about the company and the onboarding process.

11:00 AM: Meet your team! Connect with your team members for introductions, a virtual tour of the workspace, and an overview of your role and responsibilities.

12:00 PM: Let's have lunch together! Participate in a virtual lunch where you'll get to know your team members and have some relaxed face-to-face time.

2:00 PM: Dive into your onboarding tasks, which include setting up your equipment, exploring training materials, and meeting with your mentor or buddy.

Throughout the day, your team members will be on hand to share their expertise and make your transition seamless. We can't wait to have you join our team. If you have any questions before your first day, please don't hesitate to reach out to me.

Looking forward to meeting you soon!

Best regards,

[Your Name] [Your Position] [Company Name]

email 19: first day details

formal version:

Dear [Employee's Name],

We are pleased to extend a warm welcome to you at [Company Name]! Our goal is to ensure that your first day is both smooth and engaging.

Here is the schedule for the day:

- 10:00 AM: Join the virtual orientation session conducted by our HR team, which will provide you with essential information about the company and an overview of the onboarding process.
- 11:00 AM: Connect with your team! This session will involve introductions, a virtual tour of the workspace, and an outline of your role and responsibilities.
- 12:00 PM: Let's enjoy lunch together! Participate in a virtual lunch, providing you with the opportunity to get to know your team members and engage in some relaxed face-to-face interaction.
- 2:00 PM: It's time to delve into your onboarding tasks, which will include setting up your equipment, exploring training materials, and meeting with your mentor or buddy.

Throughout the day, your team members will be readily available to share their expertise and make your transition seamless. We eagerly anticipate your arrival on our team. If you have any questions before your first day, please feel free to reach out to me.

We look forward to meeting you soon!

Best Regards,
[Your Name] [Your Position] [Company Name]

email 20: welcome package (email and direct mail)

Consider sending a welcome package that includes company merchandise, a personalised note, a tea or coffee voucher for the first team meeting or any other small tokens of appreciation to make the new employee feel valued and that you are excited to have them join. Add a little personalised note about why you are excited that they are due to join your business and your team.





email 20: welcome package (email and direct mail)

Subject: Welcome to [Company Name] - Excited to Have You Onboard!

Dear [Employee's Name],

Welcome to [Company Name]! We are thrilled to have you join our team. Your expertise and unique qualities make you an invaluable addition.

In anticipation of your arrival, we have prepared a welcome package with some goodies and a personalised intro note from the team to show our appreciation. We can't wait to see the amazing contributions you'll bring to our company.

Feel free to reach out if you have any questions before your start date.

Get ready for an exciting journey ahead!

Best regards,

[Your Name] [Your Position] [Company Name]



email 20: welcome package (email and direct mail)

formal version:

Subject: Welcome to [Company Name] - Excited to Have You Onboard!

Dear [Employee's Name],

Welcome to [Company Name]! We are genuinely excited to have you join our team. Your expertise and unique qualities make you a valuable addition.

In preparation for your arrival, we have assembled a welcome package with some delightful surprises and a personalised introductory note from the team to express our appreciation. We eagerly await the fantastic contributions you will bring to our company.

Should you have any questions before your start date, please do not hesitate to reach out.

Get ready for an exciting journey ahead!

Best Regards,

[Your Name] [Your Position] [Company Name]

email 21: ongoing follow-up

Ongoing Follow-Up: Throughout the onboarding process, maintain regular contact with the new employee via email. Offer encouragement, celebrate milestones, and address any concerns or questions they may have.





email 21: ongoing follow-up

Dear [Employee's Name],

As you continue your onboarding journey with us, I wanted to emphasise that our support and encouragement are ongoing.

We are here to address any questions or concerns you may have and provide the assistance needed for your success. Whether it's clarifying a process, explaining a task, or simply offering guidance, please don't hesitate to reach out to me or any member of the team.

Furthermore, I want to celebrate your milestones. Each step forward is significant, and we appreciate the effort you're putting in to acclimate and contribute to our organisation.

Keep up the great work and know that we're here to cheer you on every step of the way.

Best regards,

HR team



email 21: ongoing follow-up

formal version:

Dear [Employee's Name],

I trust this message finds you well. As you continue your onboarding journey with us, I would like to emphasise that we are here to support you to be successful in your role. We are readily available to address any questions or concerns that may arise during your integration into our organisation. Whether you require clarification on a process, an explanation of a task, or simply seek guidance, please feel free to reach out to me or any member of our team.

Furthermore, I would like to take a moment to acknowledge your achievements and milestones along this path. Each step you take is of significant importance, and we deeply appreciate the dedication and effort you are investing in adapting to our organisation and making a meaningful contribution.

Please continue your exemplary work, secure in the knowledge that we are here to provide support and guidance every step of the way.

Best Regards,
HR Team

email 22: check in surveys

Check-in Surveys: Send periodic check-in surveys to gather feedback on the onboarding experience and address any areas for improvement. Ask some open-ended questions that encourage employees to share what their experience of the onboarding process has been like. Share this feedback across the business and seek input as to how the introduction to the organisation can be improved. We have included our employee engagement survey as a starting point to help you.

Employee engagement survey:

<https://www.hireful.com/tools/free-employee-engagement-survey>

Example emails to help drive completion rates up are:





email 22: check in surveys

Subject: Your feedback counts! Have your say and help us improve onboarding.

Dear [Employee's Name],

Your onboarding experience matters to us. Please take a moment to provide feedback on the process through a brief survey. Your insights will help us enhance our introduction to the organisation and contribute to creating an exceptional experience for our future hires.

.

Click here: [Survey Link]

Your honest responses, especially to the open-ended questions, are greatly appreciated. Your input will be shared company-wide, driving continuous improvement.

Complete the survey by [Deadline Date].

Thank you for your valuable feedback.

Best regards,

[Your Name]

[Your Position]

[Company Name]

P.S. Make a difference! Take the survey now to improve our onboarding. [Survey Link]



email 22: check in surveys

formal version:

Dear [Employee's Name],

We trust this message finds you well.

At [Company Name], we are dedicated to ensuring a seamless and enriching onboarding experience for all our employees. As a valued member of our team, your perspective is of paramount importance to us, and we invite you to participate in a brief survey to provide feedback on your onboarding journey.

Your insights are instrumental in our ongoing efforts to refine and optimize the onboarding process, which serves as the cornerstone of a successful integration into our organization. To contribute your feedback, please click on the following link: [Survey Link].

We would greatly appreciate your candid responses, particularly to the open-ended questions, as they provide invaluable qualitative information. Your feedback will be shared across the company, driving the continuous improvement of our onboarding practices.

Kindly complete the survey by [Deadline Date], as your input will play a pivotal role in shaping the future of onboarding at [Company Name]. Your contribution is instrumental in creating an exceptional experience for new hires.

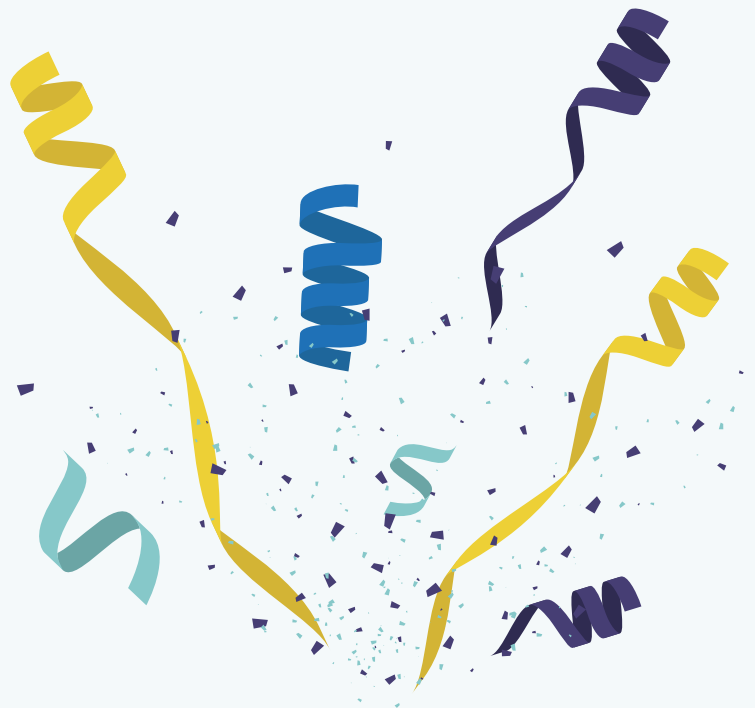
Thank you for taking the time to share your insights and helping us in our commitment to fostering an outstanding onboarding experience.

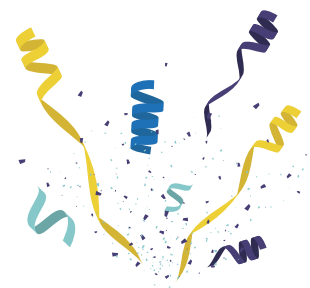
Best regards,
[Your Name] [Your Position] [Company Name]

P.S. Make a meaningful impact by taking the survey now to further enhance our onboarding process: [Survey Link].

email 23: celebratory email

Celebratory Email: After the new employee's official start date, send an email celebrating their arrival and acknowledging their positive impact on the team and organisation. Ask them how they feel about joining the business and what they are looking forward to doing in their first 90 days.





email 23: celebratory email

Subject: Celebrating Your Arrival and Positive Impact!

Dear [Employee's Name],

We're thrilled to officially welcome you to [Company Name]! We're excited to have you with us and the positive impact you've already made.

Your enthusiasm, skills, and unique perspective have already made a difference to our organisation. We are excited to witness the great things you will achieve and the valuable contributions you will bring to our team.

Now that you've had a few days to settle in, we would love to hear how you feel about joining our business and what you are looking forward to accomplishing. Your thoughts and aspirations matter to us, and we're eager to support you in achieving your goals.

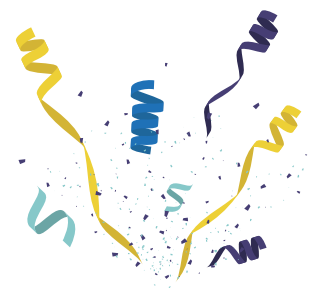
Please feel free to share your thoughts, insights, and any exciting plans you may have. We're here to listen, assist, and provide you with opportunities to thrive.

Once again, welcome to the team! We are grateful to have you as part of our [Company Name] family.

Best regards,

[Your Name]
[Your Position]
[Company Name]

HR team or Hiring manager.



email 23: celebratory email

formal version:

Dear [Employee's Name],

We are delighted to extend our formal welcome to you as a valued member of [Company Name]. Your presence within our organisation is a source of great enthusiasm, and we are deeply appreciative of the positive influence you have already brought to our team and the company as a whole.

Your exemplary enthusiasm, skill set, and unique perspective have left a noticeable and positive mark, even in the short time since your arrival. We are genuinely excited about the impressive accomplishments and valuable contributions that we anticipate you will make as a part of our team.

Having had the opportunity to acclimate to your new role, we are interested in your thoughts and sentiments about becoming a part of [Company Name]. We are equally eager to understand your professional aspirations and the objectives you aim to achieve. Your insights and goals are of significant importance to us, and we are committed to supporting you on your journey to attain them.

Please do not hesitate to share your reflections, ideas, and any noteworthy plans you may have. We are dedicated to listening to your input, providing assistance where needed, and furnishing you with the resources and opportunities essential for your growth and success.

Once more, allow us to extend our heartfelt welcome to the team. Your presence is a source of pride for us, and we consider you an integral part of our extended [Company Name] family.

Warm regards,

[Your Name] [Your Position] [Company Name]
[HR Team or Hiring Manager]

email 24: milestones and achievements – 6-month engagement mark

Continue to celebrate their milestones and achievements – what have they delivered that has been exceptional in their first 6 months? How have they fitted into the business and team? Conduct 360-degree feedback and seek comments from people across the team for their input.





email 24: milestones and achievements – 6-month engagement mark

Subject: Celebrating Your 6-Month Milestones and Impact!

Dear [Employee's Name],

Congrats on reaching your 6-month mark at [Company Name]! Your exceptional achievements and impact deserve recognition.

We would like to gather feedback through a 360-degree process to celebrate your fitting into the business and team, and the inspiring contributions you've made. Please share specific instances of your exceptional work and any areas where you've excelled.

Rest assured, feedback will be confidential and presented anonymously. It will help us provide ongoing support and foster an environment conducive to your growth.

Thank you for your outstanding contributions. Here's to your continued success and future milestones!

Best regards,

[Your Name]

[Your Position]

[Company Name]



email 24: milestones and achievements – 6-month engagement mark

formal version:

Subject: Commemorating Your 6-Month Milestones and Impact

Dear [Employee's Name],

I trust this message finds you well.

Congratulations on reaching the significant milestone of your 6-month tenure at [Company Name]. Your notable accomplishments and the positive influence you've exerted within our organisation deserve commendation.

As a means of recognising your invaluable contributions, we are embarking on a comprehensive feedback process, employing a 360-degree approach. This process aims to celebrate not only your assimilation into the business and the team but also the remarkable contributions you have made during this time. We kindly request you to share specific instances of your exceptional work and any areas where your performance has excelled.

Please be assured that the feedback you provide will remain confidential and be presented in an anonymous fashion. The insights gained from this process will serve as a foundation for continued support and the creation of an environment that fosters your growth and development.

We extend our heartfelt appreciation for your exceptional contributions thus far. May this mark the continuation of your journey towards even greater success and the achievement of future milestones.

Best regards,

[Your Name] [Your Position] [Company Name]

email 25: Will you be our next mentor?

Encourage your successfully onboarded employees to become mentors/buddies for future new joiners into the business.





email 25: Will you be our next mentor?

Subject: Pay It Forward: Become a Mentor/Buddy!

Dear [Employee's Name],

You've successfully onboarded and become an invaluable member of our team. Now, we invite you to pay it forward!

We're looking for outstanding individuals like you to become mentors/buddies for future new joiners. Share your knowledge, experiences, and support to help them navigate their journey with us.

By becoming a mentor/buddy, you'll have the opportunity to make a lasting impact, expand your network, and develop your leadership skills.

Ready to inspire and guide others? Let us know, and we'll provide you with the necessary resources to get started.

Together, let's create a supportive community where we help each other grow!

Best regards,

[Your Name]

[Your Position]

[Company Name]

HR team



email 25: Will you be our next mentor?

formal version:

Subject: Invitation to Participate as a Mentor/Buddy

Dear [Employee's Name],

I hope this message finds you well.

I am writing to extend my sincere congratulations on your successful onboarding and your commendable contributions as an invaluable member of our team. Today, I would like to invite you to consider a significant opportunity to give back and further enrich our organisation - the role of a mentor or buddy.

We are actively seeking individuals of your calibre to assume the role of mentors or buddies for upcoming new joiners. This role involves sharing your knowledge, experiences, and providing support to guide them through their initial stages with our company. Your guidance will be instrumental in helping them navigate their journey with us effectively.

By taking on this mentorship role, you not only have the chance to make a lasting and positive impact on their onboarding experience, but you can also expand your professional network and enhance your leadership skills. It's a remarkable opportunity to develop your leadership capabilities while fostering a sense of community within our organisation.

Should you be willing to inspire and guide others, kindly let us know of your interest, and we will ensure you are equipped with the necessary resources to commence this fulfilling journey.

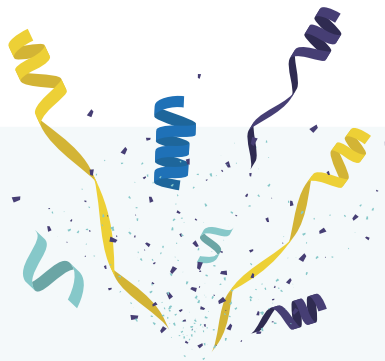
Together, we can cultivate a supportive community where we collectively contribute to each other's growth and development.

Thank you for considering this opportunity, and for your continued dedication to our organisation.

Best regards,

[Your Name] [Your Position] [Company Name]
HR Team

hireful.



thank you!