

Welcome email checklist

Sending a welcome email is a crucial first step in the onboarding process. This initial communication sets the tone for the new employee's experience and provides them with essential information to help them feel prepared and excited for their first day.

Use this checklist to ensure you cover all necessary points in your welcome email:

Warmly welcome them to the team.

Include the starting date, time, and location.

Provide the phone number and email of their contact person.

Provide a list of the documents they should bring.

Include a schedule breakdown of their first day.

Explain the dress code, if there is one.

Attach your company informational documents.

Link to your company's employee handbook.

Review the key facts. Make sure the starting date, time, and location are correct and easily discoverable before sending.

What makes a good welcome email?

- **Personalized message:** tailor the email to the specific role and individual to make them feel valued from the start.
- **Clarity and conciseness:** ensure the email is clear and concise, making it easy for the new employee to understand and follow.
- **Openness to questions:** encourage the new employee to reach out if they have any questions or need further clarification.
- **Warm tone:** use a friendly and welcoming tone to make the new employee feel at ease and excited about joining the team.
- **Follow-up:** consider a follow-up email or call a few days before the start date to address any last-minute questions or concerns.

