

First day instructions email template

Exact time, place, parking, what to bring, and who to ask for on day one.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Send this two or three business days before the start date. It is the practical companion to the welcome email and should answer every logistics question a nervous new hire might have, from where to park to what to do about lunch. For remote hires, it covers equipment delivery, login steps, and the first video call.

The test is simple: could someone who has never seen your building, or your tech setup, follow this email and arrive in the right place at the right time without calling anyone? If not, add the missing detail. In industries like construction, healthcare, and manufacturing, also include safety gear, uniform, and site-specific requirements.

Version 1: In-person first day

SUBJECT Your first day: [Day, Date] at [Time]

Hi [New hire first name],

We are looking forward to seeing you on [Day, Date]. Here is everything you need for your first day.

Arrive: [Time]. Plan for a full day, finishing around [Time].

Where: [Street address, building, floor]. Use the [entrance name] entrance.

Parking: [Where to park, cost, permit details] or [nearest transit stop].

Ask for: [Name] at [reception or location]. They will bring you to [HR or the team area].

Bring: original documents for Form I-9. You choose which ones from the list of acceptable documents here: [Link]. Also bring [bank details for direct deposit if not done online, or nothing else].

Wear: [Dress guidance].

Lunch: [Lunch is on us with the team, or nearby options].

If you run into any problem on the way in, call [Name] at [Phone].

See you soon,

[HR contact or manager name]

[Company]

Version 2: Remote first day

SUBJECT Your first day at [Company]: logins and schedule

Hi [New hire first name],

Welcome! Here is how your first day on [Day, Date] will work.

Your laptop should arrive by [Date] at the address you gave us. Tracking: [Link]. If it hasn't arrived by [Date], tell me right away.

At [Time] [Time zone]: power on your laptop and follow the setup steps in the card in the box. Your temporary password will be texted to [Phone].

At [Time]: join the welcome call with [HR contact]: [Video link].

At [Time]: meet [Manager name] one on one: [Video link].

At [Time]: team introduction call.

During the day, you will complete Section 1 of Form I-9 online and meet with [Name or authorized representative] to review your documents [explain your remote I-9 process].

If anything goes wrong with your setup, call IT at [Phone].

[HR contact]
[Company]

Subject lines to try

- Your first day: [Day, Date] at [Time]
- Everything you need for Monday
- Your first day at [Company]: logins and schedule
- Day one details, [New hire first name]
- Where to go, what to bring: your first day

How to personalize it

- Include a photo or map of the entrance for sites that are hard to find.
- List one phone number that will be answered on the morning of day one.
- Spell out time zones for remote hires.
- For shift workers, include the shift end time and break schedule.

Mistakes to avoid

- Telling new hires exactly which I-9 documents to bring.

- Sending logins in the same email as passwords.
- Leaving out parking or entrance details.
- Scheduling the whole first day with forms and policy reading.

| Legal and compliance notes

Section 1 of Form I-9 must be completed by the end of the first day of work, and Section 2 within three business days after that. You may not specify which documents the employee presents. Employers enrolled in E-Verify may use the DHS alternative procedure to examine documents remotely by live video. Our Form I-9 guide covers both processes.

| When to send it

Two to three business days before the start. Earlier and it gets lost, later and the new hire can't plan childcare, parking, or transit. For Monday starts, send it the previous Wednesday or Thursday.

| Before you hit send

- The start date, time, and address match the offer letter and the manager's calendar.
- Form I-9 instructions point to the official document list without naming specific documents.
- The manager and the buddy have seen the message and know their part.
- Portal links work from a personal email account, since the new hire has no company login yet.
- Nothing asks a nonexempt new hire to do unpaid work before day one.

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