

New hire welcome email template

A warm welcome from the manager a week before day one, with the plan for the first week.

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

When to use this template

This is the email a new hire forwards to their family. It comes from the manager, not HR, about a week before the start date, and it turns an offer letter into a real team that is expecting them. It should feel personal and include just enough of the plan that day one doesn't feel like a mystery.

Keep logistics short here and send the full details in the first-day instructions email a couple of days before the start. The welcome email is about belonging: who they will work with, what their first week looks like, and why the team is glad they said yes. Our employee onboarding guide maps the whole first 90 days.

Version 1: Manager welcome

SUBJECT Welcome to the team, [New hire first name]

Hi [New hire first name],

I'm so glad you are joining us on [Start date]. The team has been looking forward to it since you accepted.

Here is a rough sketch of your first week:

- Monday: welcome and setup with [HR contact], lunch with the team, and time with me to talk about your first 90 days
- Tuesday and Wednesday: meetings with [Key people or teams] and a walkthrough of [Main tool or process]
- Thursday and Friday: start on [First small project] with [Buddy name], who will be your go-to person for everyday questions

You will get a separate email a couple of days before you start with the exact time, place, and what to bring.

If you want to do anything before then, [an optional reading or nothing at all]. Please don't feel you have to. Enjoy your time off.

See you soon,
[Manager name]
[Title], [Company]

Version 2: Welcome from the CEO or founder (small company)

SUBJECT A personal welcome to [Company]

Hi [New hire first name],

I wanted to welcome you personally before you start on [Date]. When you join a company our size, your work shows up quickly, and we hired you because we think you will make a real difference on [Area].

A few things worth knowing about how we work: [Two or three short, honest points about the culture, such as we write things down, we decide fast and fix what doesn't work, we take time off seriously].

My door is open, literally and on [Slack or Teams]. I look forward to meeting you.

[Founder or CEO name]
[Company]

Subject lines to try

- Welcome to the team, [New hire first name]
- We can't wait to see you on [Date]
- A personal welcome to [Company]
- Your first week at [Company]
- Getting ready for your first day

How to personalize it

- Send it from the manager's own email address.
- Mention one or two people by name that the new hire will work with.
- Give a first-week outline, not an hour-by-hour schedule.
- Tell them preparing is optional. Many new hires are still finishing another job.

Mistakes to avoid

- Sending a generic HR welcome with no manager voice.
- Assigning required work before the start date for nonexempt employees.
- Burying the welcome under forms and policy links.
- Promising things that won't be ready, like a laptop or a desk.

| Legal and compliance notes

If a nonexempt new hire does required work before their first day, such as training modules or reading assignments, that time is generally paid work time under the FLSA. Keep pre-start reading truly optional or schedule it as paid time. Paperwork like Form W-4 and Section 1 of Form I-9 can be completed after acceptance, as long as Section 1 is done by the first day.

| When to send it

Five to seven days before the start date. If the new hire accepted weeks earlier, a short note from the manager right after acceptance, then this welcome closer to day one, works well. Onboarding software can schedule it automatically once the start date is set.

| 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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