

Offer acceptance confirmation email template

Confirm a signed offer, lay out what happens before day one, and stop second thoughts.

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

When to use this template

The moment a candidate accepts is when HR's job shifts from selling to supporting. Send this confirmation as soon as the signed offer comes back. It thanks the new hire, confirms the key facts in one place, and tells them exactly what happens between now and their first day.

The weeks between acceptance and start date are risky. Counteroffers from a current employer, competing offers, and plain nerves all cause new hires to back out. A clear plan and a friendly human contact reduce that risk. This email hands off to the new hire welcome email, which usually comes from the manager a week or two before day one.

Version 1: Confirmation with next steps

SUBJECT You're in! Next steps before your first day

Hi [New hire first name],

We received your signed offer, and we are thrilled you are joining [Company] as our new [Job title]. Welcome.

To confirm, your first day is [Day, Date] and you will report to [Manager name].

Here is what happens next:

1. [Background check provider] will email you within [Number] days to complete your background check, if it hasn't started yet.
2. You will receive an invitation to our onboarding portal around [Date]. It includes your tax forms, direct deposit, and Form I-9 information.
3. [Manager first name] will reach out the week before you start with first-day details.

If anything comes up before then, or you have a question about benefits, pay, or paperwork, I'm your contact: [Phone and email].

We can't wait to work with you.

[Recruiter name]
[Title], [Company]

Version 2: Short confirmation for hourly hires

SUBJECT See you on [Date], [New hire first name]

Hi [New hire first name],

Thanks for accepting our offer. We are glad to have you on the team.

Your first shift is [Day, Date] at [Time] at [Location]. Before then, please complete your new hire paperwork here: [Onboarding link]. It takes about 20 minutes.

On your first day, bring documents for your Form I-9. You choose which documents to bring from the list here: [Link to the list of acceptable documents].

Questions? Call or text [Name] at [Phone].

[Hiring manager name]
[Company]

Subject lines to try

- You're in! Next steps before your first day
- Welcome to [Company], [New hire first name]
- We received your signed offer
- See you on [Date], [New hire first name]
- Confirmed: your start date at [Company]

How to personalize it

- Restate the start date and manager so there's one clear source of truth.
- Number the next steps so the new hire knows the order.
- Name one point of contact until day one.
- Copy the hiring manager so they can follow up personally.

Mistakes to avoid

- Telling the new hire to bring specific I-9 documents, such as a passport.
- Going silent until the week before the start date.
- Sending ten attachments at once with no explanation.
- Asking for information the offer process already collected.

Legal and compliance notes

Don't tell new hires which identity documents to bring for Form I-9. Employees choose from the lists of acceptable documents, and specifying documents can be treated as unfair documentary practice under immigration law. Point them to the official list instead. Our Form I-9 guide covers the timing rules and common mistakes.

When to send it

Within a few hours of receiving the signed offer. If the start date is more than three weeks away, plan a light touch every week or so, such as a note from a future teammate or an invitation to a team lunch.

Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

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