



Upboard

Email 1: Welcome to the Team

When to send: Within 24 hours of offer acceptance, to personal email

Subject: You said yes! Welcome to [Company Name], [First Name]
Hi [First Name],

Welcome to the team at [Company Name].

Here is what happens next. Your first day is [Start Date], and we are already getting things ready for you. Over the next week, you will hear from a few different people on our team:

- Your manager, [Manager Name], will reach out in the next few days to say hello
- You will get a logistics packet about a week before your start date with parking, dress code, what to bring, and your Day 1 schedule
- You will meet your buddy, [Buddy Name], a few days before you start

If you have any questions between now and your first day, do not hesitate to reach out. You can always contact me at [HR Email] or [HR Phone].

Welcome aboard, we are glad you are here!

[HR Team Name]
[Company Name]



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Email 2: The Manager Check-In

When to send: 3 to 5 days after offer acceptance, from the hiring manager (not HR)

Subject: Excited to have you coming on board, [First Name]

Hi [First Name],

Just wanted to reach out personally and say I am really excited to have you joining the team. I know starting a new job is a big move, and I want you to know we are already looking forward to having you here.

Do you have any questions before your first day? Anything at all, logistics, the role, the team, whatever is on your mind, just let me know. I am happy to hop on a quick call if that is easier. Looking forward to [Start Date]!

[Manager Name]

[Manager Title]

[Manager Email] | [Manager Phone]



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Email 3: The Logistics Packet

When to send: 1 week before start date

Subject: Your first day at [Company Name], [First Name], everything you need to know

Hi [First Name],

Your first day is almost here! Here is everything you need to know to feel ready:

- Start date: [Start Date]
- Arrival time: [Time]
- Location: [Address], [Building/Floor]
- Parking: [Parking instructions]
- Dress code: [Dress code]
- Who to ask for: Check in at reception and say you are here for orientation

Here is what your first day will look like:

- 9:00 AM - Arrive and check in at reception
- 9:15 AM - Meet with [Manager Name] for orientation
- 10:30 AM - IT setup and workspace tour
- 12:00 PM - Lunch with your team
- 1:30 PM - HR orientation (benefits, policies, paperwork review)
- 3:00 PM - Meet with your buddy, [Buddy Name]
- 4:00 PM - Wrap up and head home

A few reminders:

Bring your I-9 documentation (ID and either passport OR driver's license + Social Security card)

Bring a voided check for direct deposit setup if you haven't submitted it online

Park in [parking area]

See you soon!

[HR Team Name]



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Email 4: The Buddy Intro

When to send: 2 to 3 days before start date

Subject: Meet your buddy, [Buddy Name]!

Hi [First Name],

One of the best parts of starting a new job is having someone to show you the ropes. Your buddy at [Company Name] is [Buddy Name].

[Buddy Name] will be reaching out to say hi before your first day, and you will meet in person on [Start Date]. Think of your buddy as your informal guide during your first few months.

You will have a chance to meet [Buddy Name] for lunch on your first day.

Looking forward to seeing you in a few days.

[HR Team Name]



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Email 5: See you Tomorrow

When to send: Day before start date, from the hiring manager

Subject: We are all excited for tomorrow, [First Name]

Hi [First Name],

Just a quick note to say we are all excited to have you start tomorrow. See you at orientation. Reach out with any questions.

[Manager Name]



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