**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8779&utm_source=template-word&utm_medium=content&utm_campaign=Onboarding+Welcome+Email-word-8779&lpa=Onboarding+Welcome+Email+word+8779)Onboarding Welcome Email   
Template**

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| Hello [New Hire's Name],  We are thrilled to officially welcome you to [Company Name]! The entire team is excited for you to join us as [Job Title] starting on [Start Date].  To help you get started smoothly, here are the next steps for your onboarding process:  **Your first day details:**  Location: [Office Address] or [Remote Setup Instructions]  Start Time: [Time]  Point of Contact: [Name and Role]  **What to expect:**  We will share your onboarding schedule with you soon.  You will meet your manager, team members, and key stakeholders.  We will help you set up your accounts and technology tools.  **Action items before your first day:**  Complete HR forms: [Link to digital forms]  Review employee handbook: [Link to handbook]  Set up your company email and accounts: [Instructions]  Feel free to reach out if you have any questions before your start date. We are here to make your onboarding experience smooth and enjoyable!  We are excited to welcome you on [Start Date]!  Best,  [Your Name]  [Your Position]  [Your Contact Information]  [Company Standard Signature, Logo, etc.] |

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