Welcome email checklist

Send an email to your new employee

☐ Warmly welcome them to the team

☐ Include the starting date, time and location

☐ Provide the phone number and email of their contact person

☐ Provide a list of the documents they should bring

☐ Include schedule breakdown of their first day

☐ Explain the dress code, if there is one

☐ Attach your company informational documents

☐ Link to your company's employee handbook