

# Welcome a new employee in the Company through Email

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Before writing a welcome Email, remember that the purpose of this Email is to help new employees learn everything about the company. New employees are a great asset to any organisation and retaining them for a long duration becomes easier if they feel welcomed from the beginning.

This template will show you how to write an interactive welcome letter.

**Subject:** Welcome to [*Company's name*]

Dear [*Employee's name*],

Welcome to our unique, dynamic and energetic team! We chose you because all of those words apply to you, so we know you'll fit in perfectly with us. Just a reminder, your first day with us is [joining date]. All you need to do is click the Zoom link in your calendar invite at 9 a.m. IST to join our onboarding meeting.

The onboarding program will give you the necessary information about our culture and company goals, and has been designed to give you a sense of how we operate further helping you acclimate to this new chapter of your career with ease. You will be meeting your [senior] to help you settle into your first day at work.

For better understanding, and to have you transition smoothly into our work culture, we've planned some training sessions in the first [number] weeks of your onboarding.

We're excited to meet you and look forward to introducing ourselves to you. If you have any questions, please feel free to Email or call me anytime.

We are looking forward to working with you and seeing you achieve great things!

Best regards,  
[Your name]

[Your Designation]