

What should be included in the Welcome Package?

Welcome package serves the purpose of giving new employees everything they need to transition into their new workplace(Workstation Hardware such as Laptops, Keyboard and Mouse).

After selecting a few gift items that should be included in the welcome package, add in your employee handbook to help them with their onboarding process.

Below are some of the ideas or items that can be included in the welcome package-

Branded merchandise with the company logo which can also help in creating brand awareness and may become a trend on social media platforms. For eg-

- A coffee mug
- A water bottle
- A T-shirt or hoodie
- A key chain
- A mousepad

Welcome Letter: A welcome letter from our CEO or Hiring Manager would motivate our employee as he'll feel valued and respected within our company.

Paperwork and Forms: These forms need to be sent out to new hires to tell them about our company policies and regulations which we need to e-signature from new hires. We can also include an employee handbook in these documents.

Other Welcome Gifts:

- Built-in pen holder
- Book
- Calendar