**Email 1: Preboarding Welcome Email**

**When to send:** 1–2 weeks before the start date  
**Purpose:** Warm welcome + prep details

To: Employee E-mail ID

CC: HR Team/Employee manager E-mail Id (If required)

**Subject:** Welcome to the Team, [ Employee First Name]!

Hi [Employee First Name],

We’re thrilled to welcome you to **[Company Name]**! Your official start date is **[Start Date]**, and we’re already preparing for your arrival.

Here’s what to expect in the coming days:

* 🖥️ Your equipment will arrive by **[Date]**
* 🤝 You'll meet your onboarding buddy, **[Buddy Name]**
* 📅 First-day agenda and calendar invite are coming soon

If you have any questions, don’t hesitate to reach out — we’re here to help!

Best regards,  
[Your Name]  
[Title / HR Team]