

Email templates for HR teams





Onboarding new employees

Meeting confirmation



Subject: Your onboarding with {BOOKING-PAGE-TITLE}

Hi {FNAME},

Welcome to [company]! We're excited to take you through the day-to-day of working at [company] and get you ready for your new role. Your onboarding is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

The onboarding will last approximately {DURATION} and will focus on [talking points/agenda]. Feel free to look through our [Welcome Kit, Welcome Pack, etc.] and come prepared with any questions you may have.

We can't wait for you to join the team.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Onboarding new employees

Meeting reminder



Subject: Reminder about your onboarding with {BOOKING-PAGE-TITLE}
Your onboarding with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your onboarding is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Onboarding new employees

Follow-up email



Subject: Thanks for attending onboarding with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure to welcome you to [company] and start getting you prepared for your new role. We hope you found the onboarding informative and helpful.

If you have any other questions or need any support in the future, you can always reach me at [email] or [phone number].

To book a time to chat and get to know some of your new team members, [click here] ({BOOKING-PAGE-LINK}).

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Learn how to set up booking pages for multiple team members [here](#).



Check-in meetings

Meeting confirmation



Subject: Your check-in with {BOOKING-PAGE-TITLE}

Hi {FNAME},

Your check-in meeting with {BOOKING-PAGE-TITLE} is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

The check-in will last approximately {DURATION} and will focus on [talking points/ agenda].

If you have any questions or feedback, please feel free to share them during our meeting. I look forward to hearing about your experience.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Check-in meetings

Meeting reminder



Subject: Reminder about your check-in with {BOOKING-PAGE-TITLE}

Your check-in with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your check-in is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Check-in meetings



Follow-up email

Subject: Thanks for attending the check-in with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure chatting with you and hearing about your experience.

If you have any other questions, feedback, or need any support in the future, you can always reach me at [email] or [phone number].

Best,

[your name]

[your position]

[your company]

Send



Exit interviews

Meeting confirmation



Subject: Your exit interview with {BOOKING-PAGE-TITLE}

Hi {FNAME},

Your exit interview with {BOOKING-PAGE-TITLE} is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

Our meeting will last approximately {DURATION} and will focus on [talking points/agenda].

We are looking forward to hearing about your experience working at [company]. Please feel free to share your honest thoughts and opinions during the interview. Your feedback is very important to us.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Exit interviews

Meeting reminder

Subject: Reminder about your exit interview with {BOOKING-PAGE-TITLE}
Your exit interview with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your exit interview is starting at {START-TIME}
on {START-DATE}.

Please choose one of the options below:

It will take place at [address] OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Exit interviews

Follow-up email

Subject: Thanks for attending the exit interview with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me and sharing your experience.

If you have any other questions or feedback, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send

