**Email Templates - Onboardees**

This document contains all the email templates that Webonboarding automatically sends to onboardees. Webonboarding automatically merges all the information in the highlighted sections and you can use the templates to enter your own information as needed.

Offer sent to Onboardee

This email gets sent when an offer and contract document are ready.

**Subject:** Your offer of employment is available

**Body:**

Dear $firstName,

Following our verbal offer of employment you will be provided with access to our secure onboarding portal where you can access your contract of employment and offer letter.

You will soon receive an email that will contain a link for you to set your password, be sure to enter in your username exactly as shown below.

Username: $username

If you have any questions please contact us on $hrPhoneNumber during office hours.

Kind regards,

The HR Team

Amended offer sent to Onboardee

This email is sent when an amended offer has been made available

**Subject:** We have amended your offer of employment

**Body:**

Dear $firstName,

Further to our recent communication, this is to confirm that we have amended your offer of employment.

Please log in to our onboarding portal $loginUrl to review your contract and offer.

Once you have accessed the portal please follow the details and ensure that you have completed all the relevant information, signed and uploaded all the required documents.

If you have any questions please contact us on $hrPhoneNumber during office hours.

Kind regards,

The HR Team

Reading list items for Onboardee

An email sent when reading items are made available to the Onboardee.

**Subject:** Employment Pre-reading

**Body:**

Dear $firstName,

Thank you for confirming your start date of $startDate, we will be in contact again nearer that date.

In the meantime, please log into the onboarding portal $loginUrl where you will find some pre-reading which you should complete before your first day.

If you have any questions please contact us on $hrPhoneNumber during office hours, otherwise we look forward to seeing you soon.

Kind regards,

The HR Team

Reminder email for Onboardee

An email to prompt the Onboardee to complete their actions

**Subject:** Remember to confirm your start date

**Body:**

Dear $firstName,

This is a reminder that there is an offer of employment waiting for you here $loginUrl.

If you have any questions with regard to this, please contact us on $hrPhoneNumber during office hours, otherwise we look forward to receiving your signed and uploaded details shortly.

Kind regards,

The HR Team

Welcome email

Email sent to the Onboardee up to a week before their start date.

**Subject:** Welcome Onboard!

**Body:**

Dear $firstName,

We are delighted that you have chosen to join us and look forward to welcoming you into the team on $startDate.

$firstDayInformation (including when and were to be and who to report to)

Please ensure that you have completed any pre-reading prior to joining us.

Finally, please also remember to bring along the original documents on your first day so that we may carry out the Right to Work checks.

If you have any questions before you start, please contact us on $hrPhoneNumber during office hours, otherwise we look forward to seeing you on $startDate.

Kind regards,

The HR Team

Process completed

Sent when the onboarding process in Webonboarding has been completed by the Onboardee.

**Subject:** Your onboarding process is now complete

**Body:**

Dear $firstName,

Thank you for completing your onboarding process.

We hope this was a positive experience, please remember to complete your feedback if you have not already done so.

Kind regards,

The HR Team

Approval of change to start date

Sent when a request to alter someone’s start date is internally approved

**Subject:** Your start date change request has been approved

**Body:**

Dear $firstName,

We are pleased to inform you that your request to change your start date to $startDate has been approved.

Your offer is being revised and you will receive another email when your new contract is ready to sign and upload.

Kind regards,

The HR Team

Rejection of change to start date

This email is sent when a start date change has been rejected internally to prompt a further discussion.

**Subject:** Your start date change request has been received

**Body:**

Dear $firstName,

We acknowledge that you have requested a different start date to that which has been stated in your contract of employment and offer letter.

• Requested start date : $alternativeStartDate

We will be in contact with you shortly to discuss this.

Kind regards,

The HR Team

New onboardee username

Sent when an onboarding process has been approved internally

**Subject:** Your login to Webonboarding is ready

**Body:**

A login to the Webonboarding system has been created for you.

Your username is as follows:

• Username: $username

You will soon receive an email following this containing a link to set your password.

New Onboardee password setting

An email with a secure link for an Onboardee to configure their own password for Webonboarding.

**Subject:** Your password to Webonboarding is ready

**Body:**

Dear $firstName,

Following our previous email, you have now been provided with a link to set your password.

Please go to the following link where you can set your password:

$passwordResetLink?token=$resetSecurityKey

Once you have accessed the portal please follow the details and ensure that you have completed all the relevant information, signed and uploaded all the required documents.

If the link to set your password has expired, you can request a new one with the following link:

$resetUrl

If you have any questions please contact us on $hrPhoneNumber during office hours.

Kind regards,

The HR Team

Reset password email

An email that gets sent when a password reset is request

**Subject:** Your request to reset your password

**Body:**

Dear $firstName,

Please go to the link $passwordResetLink?token=$resetSecurityKey which will take you to the page to change your password.

Kind regards,

The HR Team