Email templates to operators

This document contains all the email templates that Webonboarding automatically sends to internal users. These could be HR/Recruitment users, Hiring Managers, Authorisers and Task Managers.

Webonboarding automatically merges all the information in the highlighted sections and you can use the templates to enter your own information as needed.

Request a manager sign off

This email is sent to someone to authorise a contract and offer.

**Subject:** Please review and sign-off this contract of employment

**Body:**

Offer requiring sign-off

Onboardee : $firstName $lastName

Job title: $jobTitle

Start date: $startDate

This offer is ready for review and needs your sign-off before we can send it to the onboardee.

Please go to the link $loginUrl to view and authorise the offer.

Manager rejected offer

This email is sent to HR/Recruitment when authorisation for a contract is rejected.

**Subject:** Manager has rejected the employment offer

**Body:**

Offer rejected

Onboardee : $firstName $lastName

Job title : $jobTitle

Start date : $startDate

Reject reason: $rejectReason

The offer has been rejected by the hiring manager.

Please log into the onboarding portal $loginUrl to review the process.

Reminder for HR or Manager to sign off offer

This email is sent to someone to remind them to authorise a contract and offer.

**Subject:** Remember to sign-off this contract of employment

**Body:**

Offer requiring sign-off

Onboardee : $firstName $lastName

Job title: $jobTitle

Start date: $startDate

This offer is ready for review and needs your sign-off before we can send it to the onboardee.

Please go to the link $loginUrl to view and authorise the offer.

General reminder to authorise offers

This email is sent to someone to remind them there are contracts and offers to authorise.

**Subject:** Please review and sign-off contracts

**Body:**

Offers requiring sign-off

There are offers ready for review and need your sign-off before we can send them to the onboardees.

Please go to the link $loginUrl to view and authorise the offers.

New Message Reminder

This email is sent to a Process Owner when one of their Onboardees sends them a message or to remind them of unread messages.

**Subject:** New messaging notification

**Body:**

Unread Message

Please review and take any further action as necessary.

Onboardee : $firstName $lastName

Company Name: $jobTitle

Please log into the onboarding portal $loginUrl to view the message details.

Contract signed

A notification for all parties that an onboardee has signed their contract.

**Subject:** Good news! $firstName $lastName ($username) has signed their contract

**Body:**

Contract has been signed

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has signed their contract. They will be starting on $startDate.

Please log into the onboarding portal to review their contract and/or check any other details.

References completed

A notification for that an Onboardee has completed their References.

**Subject:** $firstName $lastName ($username) has completed all required references

**Body:**

Mandatory references have been completed

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has completed their required references.

Please log into the onboarding portal to review the information and/or check any other details.

Mandatory documents returned

A notification for all parties that an onboardee has completed their documentation.

**Subject:** $firstName $lastName ($username) has uploaded all mandatory documents

**Body:**

Mandatory documents have been uploaded

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has uploaded all mandatory documents.

Please login to the onboarding portal to review the documents and/or check any other details.

Confirmation of start date – Internal

A notification for all parties that an onboardee has confirmed their start date.

**Subject:** Start date confirmed - $firstName $lastName ($username)

**Body:**

Start date confirmed

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has confirmed their start date. They will be starting on $startDate.

Please log into the onboarding portal to review their documents and/or check any tasks you need to complete for them.

Alternative start date request

A notification for authorisers that an onboardee has requested an alternative start date.

**Subject:** Request to change start date - $firstName $lastName ($username)

**Body:**

Request to change start date

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Previous start date : $startDate

Alternative start date : $alternativeStartDate

We have received a request from the onboardee to change their start date. The previous date was $startDate and the requested alternative date is $alternativeStartDate.

Please log into the onboarding portal and either confirm this date, or contact $firstName at $email to discuss further.

Mandatory reading completed

A notification for all parties that an onboardee has completed their mandatory pre-boarding information.

**Subject:** $firstName $lastName ($username) has completed all mandatory reading list items

**Body:**

Mandatory reading list has been completed

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has completed all mandatory reading list items.

Please log into the onboarding portal to check any details.

Completed Process

A notification for all parties that an onboardee has completed their onboarding process.

**Subject:** $firstName $lastName ($username) has completed the process

**Body:**

Onboardee process has been completed

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has completed the onboardee process..

Please log into the onboarding portal to review the documents and/or check any other details.

Reminder of tasks to complete

Reminder email for HR users and Managers with the details of tasks to action.

**Subject:** Remember to complete your $UserLevel tasks for new starters

**Body:**

$UserLevel Tasks for New Starters

Hi,

Please see below the current open HR group tasks to be completed as of the time of this email:

$TaskName Due by: $DueDate

For onboardee: $firstName $lastName

*(Repeated for all outstanding tasks)*

Please log into the onboarding portal $loginUrl to complete these tasks.

Task Reminders

Email to task owners to communicate actions to complete.

**Subject:** Remember to complete your tasks for new starters

**Body:**

Task manager tasks

$TaskName

Assigned to: $TaskOwner

Due by: $TaskDue

For onboardee: $TaskOnboardee

Please log into the onboarding portal $loginUrl to complete these tasks

New user email

Email sent to a new user to inform them of their user name.

**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.

Setting password

Email for new users to set their passwords.

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

**Body:**

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 using the username previously provided:

$passwordResetLink?token=$resetSecurityKey

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

$resetUrl

Password reset email

Email sent when user requests a password reset

**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

References completed email

Email sent when an onboardee completes their required references

**Subject:** $firstName $lastName ($username) has completed all required references

**Body:**

Mandatory references have been completed

Onboardee : $firstName $lastName ($username)

Job title : $jobTitle

Start date : $startDate

The onboardee has completed their required references.

Please log into the onboarding portal to review the reference(s) and/or check any other details.