



New Hire and Onboarding Templates

Hiring leaders play a vital role in setting new team members up for success from Day One. A warm welcome text is a simple yet meaningful way to build connection and trust. Use the sample messages provided to craft a personalized welcome—feel free to tailor them to reflect your style and your team’s culture. Click on the links below, and it will automatically take you to the correct place in the document.

[Pre-Hire Email- to Personal Email](#)

[LinkedIn or FirstUp Post](#)

[Pre-Hire Text](#)

[Get to Know The New Team Member](#)

[Email to Send to Department](#)

[Day 1 Text to the New Team Member](#)

[Day 1 Email to the New Team Member](#)

[End of First Week Email](#)

[30-Day Email- Monthly Check-Ins & Benefits Reminder](#)

[60-Day Email- Growth & Connection](#)

[90-Day Email- Celebratory Email](#)



Email to Send Prior to New Team Member Starting to Personal Email

Welcome Message Email

Subject: Welcome to the Team!

Hi [New Employee's Name],

We're so excited to welcome you to the team! We've been looking forward to your arrival and can't wait to get to know you.

You're joining a group that truly values collaboration, support, and doing meaningful work together. We're here to help you settle in, answer questions, and make sure you feel right at home from day one. In the meantime, please visit welcometowellstar.com for some additional information to help you get oriented:

Feel free to email or text me with any questions. Cheers to the start of a new adventure!

Warmly, [Your Name]



LinkedIn or First Up Post

Excited to welcome [Team Member Name] to Wellstar as our new [Job Title]!

[He/She/They] bring valuable experience in [brief background], and we're thrilled to have [him/her/them] join us as we pursue our Mission to enhance the health and well-being of every person we serve.

At Wellstar, we're guided by our Vision of delivering world-class healthcare and our Values of compassion, excellence, inclusion, and trust. [Team Member Name] truly reflects these values, and we look forward to the impact [he/she/they] will make.

Welcome to the team, [Name]! [Photo] [LinkedIn Profile]

#Wellstar #WelcomeToWellstar #MissionDriven #HealthcareExcellence



Pre-hire text 1

Hi [New Team Member], and welcome to Wellstar!

I'm [Hiring Leader], your new supervisor, and I'm so excited to have you joining our team. Your first day will be [Day, Date, Time], and I want to make sure you feel fully prepared and supported.

Please don't hesitate to reach out—call or text me anytime if you have questions or need anything. I'm here to help and looking forward to getting to know you. We're truly glad you're coming on board, and we can't wait to welcome you in person!



Get to Know the New Team Member E-mail

Welcome [New Employee's Name]!

We're excited to have you on board! Let's take a moment to get to know you.

About You

- Name: [New Employee's Name]
- Role
- Start Date: [MM/DD/YYYY]
- Previous Experience: [Briefly share past roles or industries]

Fun Facts

- What excites you most about joining Wellstar?
- Hobbies or interests outside of work?
- Favorite food, drink, or go-to coffee order?
- A fun fact about yourself?

How Can we Support You

- What's one thing you'd love to learn in your first few weeks?
- How do you prefer to receive recognition and support



Informing Existing Staff of New Team Member Starting in the Department

Subject: Welcome [New Team Member's Name] to [Department/Team]!

Hi Team,

I'm thrilled to introduce [New Team Member's Name], who will be joining our [Department/Team] as a [Job Title] starting on [Start Date]. We're excited to have them on board and can't wait for you all to meet them!

Here's a little about [New Team Member's Name]:

- Background/Experience: [Brief description]
- Role & Responsibilities: [What they'll be doing]
- Fun Fact (optional): [Something interesting about them]

Let's give [New Team Member's Name] a warm and friendly welcome. Your support and kindness will go a long way in helping them feel at home from day one!

Thanks, everyone! [Your Name]



Day 1 Text Message to New Team Member

Hi [New Team Member], welcome to Wellstar! We're excited to have you on board. Keep an eye on your inbox for an email from me with details about meeting the team.

Wishing you a fantastic first day—we're so glad you're here!

Day 1 Email

Subject: Welcome to Your First Day at Wellstar!

Good morning, [New Team Member]!

We're thrilled to welcome you to the team and hope your first day is off to a great start. Your equipment and system access are ready, and you can find everything you need in your employee profile through the OneID portal and your Workday Dashboard. Be sure to check your Onboarding Journey in Workday for today's activities.

At [Time], I'll introduce you to your [Team Members/Onboarding Buddy/Others], who are all excited to meet you. We understand that Day 1 can feel a bit overwhelming, so feel free to jot down any questions or thoughts—we're here to support you every step of the way.

Welcome to Wellstar—we're so glad you're here!
Warm regards, [Your Name] [Your Title]



End of First Week Email

Subject: You Made It Through Week One!

Hi [New Team Member's First Name],

Just wanted to say a quick congrats on wrapping up your first week — we're really excited to have you on board! I hope things are starting to feel a bit more familiar and that you're settling in well.

If you have any questions, need anything, or just want to chat, don't hesitate to reach out. We're here to support you every step of the way.
Looking forward to what's ahead!

Best, [Your Name]



30-Day Email – Monthly Check-In & Benefits Reminder

Subject: 30 Days at Wellstar – Congratulations on your Journey So Far and Let's Check In

Hi [New Team Member],

Can you believe it's already been a month since you joined us? I'd love to schedule time next week to hear how things are going, what you're enjoying, and how I can better support your continued success.

Also, just a quick reminder—please be sure to complete your benefits enrollment by [Date]. If you need help or have questions, I'd be happy to connect you with a [Benefits Specialist].

Looking forward to our conversation!

Best, [Your Name]

60-Day Email – Growth & Connection

Subject: 60 Days In – Let's Continue Building on the Great Progress You Have Made

Hello [New Team Member],

Today marks 60 days since you joined Wellstar—thank you for your continued energy, dedication, and willingness to dive right in.

You'll see a meeting on your calendar for [Day, Date, Time], where we'll review your goals, explore development opportunities, and make sure you have the resources you need to thrive. This is also a great time to discuss any questions or feedback you might have. I'm so glad you're here and am excited to continue supporting your journey at Wellstar.



90-Day Celebratory Email

Subject: Congratulations on 90 Days at Wellstar!

Hi [New Team Member],

Congratulations—today marks your 90th day as part of the Wellstar family! We're excited to celebrate with you and the team on [Day, Date, Time], alongside [Onboarding Buddy], with a special [Lunch or Team Gathering].

Your contributions over the past few months have made a meaningful impact, and we're so glad you chose to grow your career with us.

Here's to many more milestones ahead—thank you for being part of the team!

Best, [Your Name]