



HR Pre-Onboarding Email Templates

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Employee Welcome Email

Hi (Candidate name)

You will be happy to know that you are recommended for the post of (job title) in the (org name). After meeting you and evaluating your skills and qualifications, we are determined that you will be the best fit for this position.

We would be delighted to have such an enthusiastic, skilled, and talented person in our team. 😊
If you accept this offer, please reply to this email by [date].

Please feel free to ping us for any doubts or clarifications. ✅

Looking forward to working with you. 😊

Regards
[HR Admin Signature]

Employee Withdrawal Email

Hi (Candidate name)

As per your request, we have decided to cancel your candidature with our organization (name). With your consent, we withdraw your application for (Job title).

We would have loved to have you aboard, but unfortunately, things didn't unfold in the ways we had imagined.

We wish you good luck with all your future endeavours. 🚀

Regards
{Signature}

Employee Blacklist Email

Hi (Candidate name)

Your candidature with our company has been canceled, because of the falsified information on your employment application. We have observed that you have not provided us with the correct information during the hiring process.

Unfortunately, your actions in this matter leave us with no choice but to cancel your job application. Our application form clearly states that falsifying information will lead to disciplinary action, up to and including termination.

Therefore, we have decided to rescind the offer of employment for (job title). For any further questions or concerns, you may contact (name of the HR representative), who may be reached at (contact no.) or via email at (email address). Thank you for your time and understanding.

Sincerely,
{Signature}

or

Dear [Candidate],

As mentioned in the offer letter you received from [Company name], employment offers are contingent upon several factors, including but not limited to successfully passing a [background check/other screening].

Based on the information we received, you have failed the screening test. [Company name] has therefore decided to rescind the offer of employment for [position].

If you have any questions regarding this, you may contact (name of the HR representative), who may be reached at (Contact no.) or via email at (email address). Thank you for your time and understanding.

{Signature}

Offer Letter Email

Dear (Employee Name)

I heard you were excellent during the interview process, and our hiring team is impressed with you. 😊 We believe that you have all the desired qualities required to take this position to new heights. ✅ For that reason, we would like to offer you the position of [job title] at our company. 🎉

As per our discussion, you will receive annual compensation of [amount] {excluding incentives, bonuses, overtime, or standby compensation.} Salary payments are made weekly on [day of the week] or monthly on [date]. 📅

Kindly confirm your acceptance of this offer latest by two days from the date of offer release. You are expected to confirm and join the (Location) office on or before (date) at (time) with all your documents mentioned in the attached offer letter.

To accept or reject the offer, please click here- [Accept](#) [Reject](#)

Accepted by [candidate's full names]

[Date]

[Signature]

Employee Appointment Email

Dear (Employee Name)

We are thrilled to have you onboard. 😊 We are offering a [full time/part-time/etc.] position for you as [insert job title]. We cannot wait to see how you put your skills, experience, and potential to grow yourself here along with the company. 🎉👏

Please take the time to review our offer. It includes all the details related to compensation, benefits, and the terms and conditions of your anticipated employment with [insert your company's name]. ✅

As per our discussion, you will receive annual compensation of [amount] {excluding incentives, bonuses, overtime, or standby compensation.} Salary payments are made weekly on [day of the week] or monthly on [date]. 📅 Please find attached an updated copy of the job description to familiarise yourself with the job responsibilities and duties.

Please indicate your agreement with these terms and accept this offer by signing this agreement and returning it to us before [insert appropriate date].

Kindly sign, scan and email your letter at <email ID of the hiring manager>. For further assistance, you can contact us at the Email id of the concerned person.

Looking forward to you joining us. 😊

[Signature]

Joiner Form

Hi [Name],

We are glad to have you on our team. 😊 As part of the hiring process, certain documents must be submitted, signed, and verified to initiate your Onboarding into the company.

Please click this <link> to submit, upload, and sign the documents.✅ For any doubts or queries, please feel free to ping us.😊

Happy Onboarding! 🚀

[Signature]

Buddy mailer

It is crucial to make a candidate's first experiences with your organization pleasant. However, you may not always be available to answer new joiners' queries. Therefore it is helpful to appoint someone who can. Our templates will help you in selecting a buddy for the candidate.

Buddy mail to candidate

Hi (candidate name)

We at (company name) are pleased to have you as a part of our team soon. To smoothen the process and ensure a quicker turnaround on any queries you might have, we have assigned you a buddy (Buddy name). The buddy will be a member of your team, and you can reach out to them for information such as:-

Joining location

Team lead name

Necessary assets/software required

Questions about the employee portal

And any other queries that you may need answers to.

Please find their relevant contact details below.

Phone number

Email id

Hope to see you soon

(Hr name)

Buddy email to assigned Buddy

Hi (buddy name)

As you may know, you have been assigned as the buddy to (candidate name), who will be joining us on (date) at (location)

We need your help to ensure a smooth onboarding process for the candidate. To do so, we have created a checklist for you. Please adhere to that.

For any questions, you can reach out to (recruiter name).

Regards



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