



NEW HIRE TOOLKIT

All the email templates
you'll need during the
hiring process



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Introduction

When hiring a new employee, the emails can get endless. Coordinating interviews, checking references, assembling offer letters — at times it feels like you'll be emailing people for the rest of your life. Well, not anymore. We've crafted a set of email templates that you can easily tailor for every stage of the hiring process. Simply copy and paste the template and fill in the blanks to make each piece your own. Mad Libs, eat your heart out.

INITIAL INTERVIEW EMAIL

SUBJECT: Hello from _____!

Dear _____,

Thanks so much for applying to _____! We're honored you thought of us.

We were blown away by your application and would love the chance to get to know you a little better. Are you free during any of the times below for a _____- minute chat?

- [Date, time, time zone]
- [Date, time, time zone]
- [Date, time, time zone]

Excited to connect with you, _____!

Cheers,

Pro Tip

Proposing times upfront can help minimize those pesky back-and-forth scheduling emails.

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REJECTION EMAIL

SUBJECT: Follow Up from _____

Dear _____,

Thanks so much for taking the time to apply to _____. There were a high number of applications for this role, and unfortunately, there wasn't a fit at this time. That being said, we really appreciate the time you took to learn about us — thanks again.

If there's anything we can do to help with your job search, please let us know. And keep an eye on our website [[Link to careers page](#)], as we're always updating it with new positions.

We wish you all the best!

Sincerely,

Pro Tip

If the decision was a hard one, let the candidate know. Think they may be a fit for a future role? Add them on LinkedIn.

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REFERENCE EMAIL

SUBJECT: Reference check for _____

Dear _____,

Hello there! I'm currently chatting with _____ about a potential role on the _____ team. I'm really enjoying getting to know [him/her/them]!

_____ mentioned that you two had a great time working together at _____. Would you be kind enough to talk more about your experience with them? If so, let me know if any of these times below work for you:

- [Date, time, time zone]
- [Date, time, time zone]
- [Date, time, time zone]

Thanks for your time!

Cheers,

Pro Tip

Don't forget to add in time zones while suggesting your available time slots. This will help prevent scheduling mishaps as you run through your candidate's list of references.

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OFFER LETTER

SUBJECT: Will you join us?

Dear _____,

Drumroll please... On behalf of everyone at _____, we're delighted to offer you the role of _____. After getting to know you over these past few [days/weeks/months], it became clear that your talents, goals, and values are a perfect match for our team. It's such an honor to bring you on board as we work toward [Describe a little bit about your mission].

As our new _____, you will be working alongside _____ to [Describe the goal of your team]. Here are some of the things you'll get to do on a daily basis: [List out a few of the main duties].

Now, the details: Your starting salary will be _____ per year, which you will be paid every _____. This amount is subject to any deductions and tax withholdings required by law. The role is [exempt/non-exempt] [and employment is on an at-will basis]. [Describe any extra compensation, like stock options].

As a [full-time/part-time] employee, you will be entitled to _____ days of paid vacation in addition to _____ days of sick leave. You'll also have the option to enroll in our company benefits program, which includes [List out benefits].

We'd love to answer any questions you might have about this offer. We're aiming for a start date of _____, and it would be great to hear back from you by _____. If this time frame doesn't work for you, just let us know.

We're oh-so-excited to welcome you as our newest [Team nickname for employee]! So the real question is, can we order your [laptop/name plaque/team jacket] yet? ;)

Cheers,

Pro Tip

When extending an offer to a candidate, roll out the red carpet. A good rule of thumb is to have someone on your team deliver the news over the phone before sending the email. Beyond the offer letter, get creative with other ways you can woo them. Welcome baskets, personalized gift cards, and signed cards from the team are all great ways to show your candidate how much you want them to join. Another idea is to have the team explain why they're so stoked about the candidate over the phone or in person. Whatever you do make it meaningful and use it as an opportunity to show off your team's unique personality. Oh, and have fun with it!

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WELCOME EMAIL TO NEW EMPLOYEE

SUBJECT: Welcome to _____!

Dear _____,

You = incredible

Us = beyond excited to work with you

We're ecstatic that you decided to join _____ as we [[Describe mission here](#)]. Welcome to the team!

Everyone is excited to see you on _____. You can arrive at _____, and [[Name of welcome buddy](#)] will be here to show you around and introduce you to the rest of the team. We'll have to fill out some paperwork together, so please remember to bring a valid ID and [[Anything else you need them to bring to complete the I-9 and W-4 forms](#)].

To refresh your memory, our office is located at _____, which is close to [[Public transportation stops](#)].

We can't wait for you to start, _____! If you have any questions before your first day, feel free to reach out by email or [[Phone number](#)].

See you soon!

Cheers,

Pro Tip

Make sure your new teammate feels super pumped about their first day of work. Sprinkling in details about what they can expect will help put their mind at ease. Also, be sure to take them out for lunch on their start date — it's a great chance for them to get comfortable with the people they'll be working with.

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WELCOME EMAIL ANNOUNCING NEW EMPLOYEE TO STAFF

SUBJECT: Introducing our newest _____!

Dear _____,

I'm excited to share that _____ will be joining us as our new _____ on _____! We're incredibly lucky to have _____ on board to help us _____.

_____ is from _____, loves _____, went to school at _____, and now lives in _____. Here are a few more fun tidbits about _____:

- [Fact #1]
- [Fact #2]
- [Fact #3]

Please help me welcome _____ to the team by saying hello at _____ and in person on [his/her/their] first day!

Cheers,

Pro Tip

Before sending the announcement email, ask your new employee to answer a few questions that you can include. These icebreakers will speed up the introduction process and help the team find ways to connect with your new hire. Here are some ideas:

- What's the funniest thing that ever happened to you? The strangest? The coolest?
- What would you do today if someone gave you a million dollars?
- What is one thing you wish people knew about you (but probably don't)?
- What's the most interesting thing you learned lately?

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ADDITIONAL HIRING RESOURCES

Now that you have these templates under your sleeve, communicating during the hiring process will be a breeze. For more hiring-related advice, check out the following pages:

Gusto resources: This is our ongoing resources section that talks about the latest and greatest in small business. Come here to learn about:

- [Hiring your first employee](#)
- [Hiring your first contractor](#)
- And much more

Gusto blog: Stop by to find stories about company culture, onboarding, and what it takes to build a truly incredible team. Here's a peek of what you'll find inside:

- [How to hire your first five employees](#)
- [How to grow your business with freelancers](#)
- And much more

As a special thank you for downloading this guide, enjoy **2 free months of Gusto on us.**

Try it out today.

Note

These templates are intended to provide general information about employee communication. Keep in mind that your company's specific needs may be different. If you'd like to learn more about the requirements of hiring employees, please get in touch with a legal professional.