

# Employee Onboarding Template

This resource is created by [TapWell](#), a leading corporate gifting company in India. Explore [all gifting options](#) available.

## Welcome Message

**Subject:** Welcome to [Company Name]!

Welcome to the team, [Employee Name]! We're thrilled to have you join us as a [Job Title] at [Company Name].

Your journey here promises to be rewarding, and we're committed to supporting your success every step of the way. In this guide, you'll find all the information you need to get started and make a great start. Let's make a difference together!

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## 1. Introduction to [Company Name]

- **About Us:** Learn about our company's journey, from our founding to our present achievements. Understand our mission, vision, and values that guide every decision we make.
- **Our Culture:** Get to know our workplace culture, which emphasizes [specific values like collaboration, innovation, etc.]. Discover what makes us unique and why employees love working here.
- **Products/Services:** A brief overview of the products or services we provide, including their purpose, target audience, and the impact they make.

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## 2. Your First Day

- **Start Time:** Please arrive at [specific time]. Punctuality ensures a smooth start to the day.
  - **Location:** [Provide the address for in-person work or instructions for logging in if remote. Include parking or transportation details if applicable.]
  - **Dress Code:** [Explain the dress code expectations, such as business casual, uniforms, or flexible attire policies.]
  - **Agenda for Day 1:**
    - Welcome meeting with [Manager/Supervisor] to discuss your role and expectations.
    - Office tour to familiarize yourself with the workspace and amenities (if applicable).
    - Assistance in setting up your workstation, including your computer, phone, and other tools.
    - Team introductions to help you meet your colleagues and understand their roles.
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### 3. Tools and Resources

- **Equipment Provided:**

- Laptop/Desktop: Fully configured with all required software and tools.
- Phone (if applicable): Provided with necessary configurations for work use.
- Other tools specific to your role: [e.g., ergonomic equipment, specialized devices].

- **Software and Platforms:**

- [Email client, e.g., Outlook or Gmail, with instructions for logging in and using it effectively.]
- [Project management tools, e.g., Trello, Asana, or Jira, with training resources or guides.]
- [Communication tools like Slack, Microsoft Teams, or Zoom, with details on best practices.]

- **Access Credentials:**

- Instructions for setting up and securely storing passwords.
  - Guidelines for accessing internal systems and resources, including step-by-step guides for common tasks.
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## 4. Company Policies and Procedures

- **Code of Conduct:** [Summarize key points from your code of conduct, such as professional behavior, ethical standards, and teamwork expectations. Provide a link for more details.]
  - **Work Hours:** Outline the standard work hours, expectations for breaks, and flexibility options like remote work or adjusted schedules.
  - **Leave Policy:** Provide detailed instructions on how to apply for leave, the types of leave available (e.g., sick, vacation, parental), and the notice required.
  - **Remote Work Policy:** If applicable, describe expectations for remote employees, including communication, work hours, and workspace setup.
  - **Other Key Policies:** Include information about anti-discrimination, workplace safety, and data security, ensuring new hires understand their responsibilities.
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## 5. Organizational Structure

- **Leadership Team:** Introduce the key leaders of the company, their roles, and how they contribute to the overall vision.
  - **Your Department:** Provide an overview of your department, its purpose, and how it fits into the broader company strategy.
  - **Org Chart:** Include a link or attachment to the organizational chart to help new hires understand the reporting structure.
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## 6. Role-Specific Information

- **Job Responsibilities:**
    - Clearly outline the primary tasks and responsibilities associated with the role, with examples to provide clarity.
  - **Performance Metrics:**
    - Explain how performance will be evaluated, including specific goals or key performance indicators (KPIs).
  - **Key Projects:**
    - Highlight initial projects or tasks they will be involved in to help them hit the ground running.
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## 7. Training and Development

- **Orientation Program:**
    - Provide a detailed schedule of onboarding sessions, including topics covered and facilitators.
  - **Mandatory Training:**
    - List any compliance training or role-specific skills required, along with deadlines for completion.
  - **Professional Development:**
    - Outline opportunities for career growth, such as workshops, online courses, mentorship programs, and certifications.
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## 8. Important Contacts

- **HR Contact:**

- Name: [Name]
- Email: [Email Address]
- Phone: [Phone Number]
- Purpose: [Explain when to contact HR, e.g., for policy questions, benefits, or leave.]

- **Manager/Supervisor:**

- Name: [Name]
- Email: [Email Address]
- Phone: [Phone Number]
- Purpose: [Explain their role in supporting the new hire, e.g., assigning tasks, providing feedback.]

- **IT Support:**

- Name: [Name or Team]
  - Email: [Email Address]
  - Phone: [Phone Number]
  - Purpose: [Describe when to contact IT, e.g., for technical issues, account setup.]
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## **Final Note**

We're excited to have you on board and can't wait to see all the amazing things you'll accomplish here at [Company Name].

If you have any questions, don't hesitate to reach out to your manager or the HR team. We're here to support you every step of the way. Welcome aboard!