THE 2024

HR SURVIVAL GUIDE

RazorpayX PAYROLL



HR email samples for employees

Job offer email template

Email subject line:
Job offer for the position [position name] at [company name]

Email body:

Hello [candidate name],

We were all very happy to meet and get to know you. We have been pretty impressed with your professional background and would like to offer you the [Job title] position formally.

This is a [full/part] time position, [working days/hours/ weeks]. You will be reporting to the [Manager's job title] of the [Department name] department.

We will be offering you an [annual/ monthly] salary of [X] and [mention bonus programs, if applicable.] Please find more details in the offer letter enclosed [provide the offer letter in the email, refer to the first section of this toolkit for the offer letter template].

Your expected starting date is [date]. We'll ask you to sign a contract and [mention agreements, like confidentiality, nondisclosure, and non-compete] at the beginning of your employment.

We would like to have your response by [date]. In the meantime, please feel free to contact us via email or phone at [provide contact details] if you have any questions.

Looking forward to having you on our team!

Cheers,
HR Team

Onboarding new hire email template

Email subject line:
Welcome to [company name] newbies!

Email body:
Hello [employee name],

Congratulations on cracking the interviews with [company name]! We are super excited that you are joining us and we are sure you will love your journey here.

To get your profile activated and running on our HRMS tool, we request you kindly follow the below steps:
Click here to set up your password to login [provide link to HRMS here] into your portal.
Once you have set up your account, you can complete the onboarding process [hyperlink this to the doc of steps, if you have].

If you have any questions, we will be happy to answer. Please don't hesitate to contact us at [hr email address/phone number].

Again, congratulations. We can't wait for you to be part of this phase with us, and are sure we will together take [company name] to newer heights!

Cheers,
HR Team

Announcing new hire email template

Email subject line:
Please welcome [employee name] to [company name]

Email body:
Hello Everyone,

We are very pleased to announce that [employee name] has joined us as a [Job title].

[Employee name] will work in the [department/ team] to [add information about what they'll be doing / what they'll be responsible for, e.g. 'help us grow our sales department']. [He/She] previously worked at/in [add information about employment background].

Please find a brief introduction of [employee name] below in [his/her] words. [ask the new employees to share 2-3 lines about themselves beforehand and add them here]

Please welcome [employee name] and make [him/her/them] feel welcome.

You can reach [employee name] at [employee email or provide the communication tool you use in your environment]

Welcome to the team!

Cheers,
HR Team

Resignation acknowledgement email template

Email subject line:
Acceptance of resignation [employee name]

Email body:
Dear [employee name],

It is with great regret that we acknowledge your resignation email on [date]. Your resignation from the position of [position held] at [company name] has been approved and is effective from [date].

You are to [information regarding off-boarding procedure: e.g., return company-issued materials] on or before [date]. The finance & accounts team will sort out your parting salary and let you know.

Please download your Form 16 and other important documents saved on the company laptop.

We would like to thank you for your contribution to [company name] and we wish you all the best in your future endeavours.

Please contact HR at this email address if you have any further questions.

Best regards,
The HR Team

Exit interview request email template

Email subject line:
Please complete the exit interview

Email body:
Dear [employee name],

Thank you for your service to the [department name] as [position]. Since you are ending your employment here, we wish to conduct an exit interview. We would like to gain insight into your experiences, both good and bad, to help improve the working conditions of our company.

Please review the attached questionnaire prior to your exit interview. You may complete it. Your answers will remain confidential. Exit interview data from all departing employees is combined and presented to senior management in a summary report without displaying names.

We typically talk with employees over the phone or in office during the last few days of their employment for about 30 minutes.

This step is an important part of the exit formalities of employees.

Best regards,
The HR Team