





Top 10 Sample HR Emails to Employees





ContactMonkey

To:

Cc:

Subject:

Hi [Employee Name],




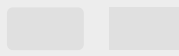

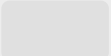
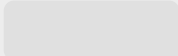



We're currently trying to evaluate and improve our employee benefits program. We'd love to hear your feedback on our employee benefits program to understand what's working and what's not.

Please take a few minutes to respond to the quick survey below and add any additional comments in the anonymous feedback box that appears once you answer each question.

[LIST QUESTIONS]

Thanks and we appreciate your feedback!

Kind regards,
HR

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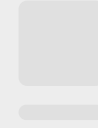
Hi [Employee Name]!

We're thrilled to have [Employee Name] join our team as [Role]. [Employee Name] has [Number of Years] of experience working in [Specific Industry] and we can't wait to see what they'll bring to our team.

Outside of [Employee Name]'s professional experience, they also enjoy [List activities, hobbies, etc.]. Make sure to give [Employee Name] a big [Company Name] welcome the next time you see them.

Welcome to the team, [Employee Name]!

Kindly,
HR



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We're so excited for you to be part of the team.

Below, you'll see your onboarding schedule for your first day of work and some helpful resources.

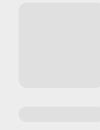
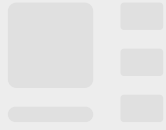
[Embed itinerary]

Extra Tips and resources:

- Work from home tips and remote work policy [add embedded resource URL]
- Benefits breakdown [add embedded resource URL]
- Week one training material [add embedded resource URL]

We'll be here every step of the way and don't be afraid to ask plenty of questions. Enjoy your first day!

[Comment Box]: Do you have any questions or feedback?



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Dear [Candidate Name],




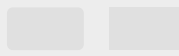

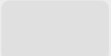
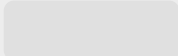



It was wonderful getting to know you over the past few weeks. We were impressed with your experience and are delighted to offer you the position of [Job Title] with [Company Name]. This is a [Full time/Part time] role with the anticipated start date of [Date].

You'll find a detailed offer letter attached with this email. If you choose to accept this offer, please sign, scan and send over your letter to [email address/contact name] by [decision deadline].

In the meantime, please don't hesitate to reach out to me with any questions. Feel free to shoot me an email or call me directly at [your phone number].

We're looking forward to hearing from you and sincerely hope that you'll be joining our team!

Best regards,
[Your Name]
[Your Job Title]
[Your Email]
[Your Phone Number]

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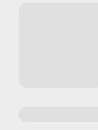
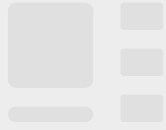
Dear [Employee Name],

Thanks to your outstanding contributions, we're always reaching greater heights. To express our gratitude to each and everyone of you, we're launching a new employee incentives initiative.

The [Program Name] program is an instant way of recognizing wins, sharing team success stories, and celebrating outstanding work across our organization.

[CTA Button] Click to Learn more about [Program Name] and find out how to get involved!

[Anonymous Comment Box] Do you have any questions about this new program?



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Dear employees,

Due to our continued success, we will be introducing a [company name] stock options program. This is a great opportunity to benefit from ongoing the success of [company name] and your own hard work.

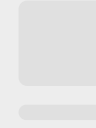
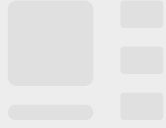
Our stock options program allows employees to purchase shares in [company name] at a predetermined price, regardless of the future value of those shares. Each employee will be given a set amount of stock options available for purchase. You will have the option to exercise these stock options after [date].

We have issued documents pertaining to our stock options program, and should you want to participate in our stock options program you will need to submit these documents by [date]. Details about our stock options program, such as the number of stock options available to you, vesting period, and other information will be provided within these documents.

For all questions related to [company name]'s stock options program, please contact [finance or relevant department representative].

Sincerely,

[Finance staff or lead representative, internal communications lead, or leadership]



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Hey [Employee Name],

Mark your calendar! There's only one week left until our [Event Title]!

Join us at [Time] on [Date] for an afternoon of learning, networking, and getting to know our team a little better!

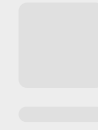
Still making up your mind about whether to attend? Here are [Number] of reasons to not miss out on this event:

[Benefit #1]

[Benefit #2]

[Benefit #3]

[CTA] RSVP today to save your spot!



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Hi team,

As many of you know, we're always looking for talented and passionate individuals to join our team. That's why we're thrilled to announce our new Employee Referral Bonus Program.


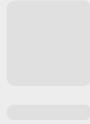


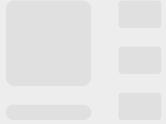

Each time you refer a qualified candidate, you'll be eligible to receive a [X Amount] bonus per hire.

To be eligible for the referral bonus, you'll need to [any relevant criteria; e.g., working at the company for X months].

If you know someone who'd make a great fit for our team, please contact our HR department [email address].

For more information on our employee referral bonus program, reach out to [add appropriate contact email address] and don't forget to check our careers page for the latest job openings.

Kindly,
HR

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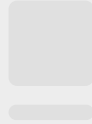


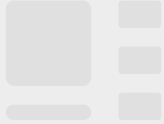

Hi [Employee Name],

We're excited to announce a big change coming to [Company Name]: we will be introducing a new [department or division name] on [date]. [Company name] is always growing, and [new department or division name] will help us [department duties] better than ever before.

[New department lead name] will be heading this department, and will be in charge of hiring additional employees in the future. We're optimistic about [new department lead name]'s plan for [new department or division name], and we're certain that it will help [company name] grow stronger going forward.

If you have any questions about [new department name], please contact [new department lead name] whenever you're able. They'll be happy to answer any and all your questions.

Sincerely,
HR

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Dear employees,

We have recently updated our [sick leave/vacation policy] at [company name]. These changes come after [reasons for change], and will be implemented on [date].

[Sick leave/vacation leave] requests will now be managed via [software solution, website, or other resource]. Please manage your requests, remaining [sick leave/vacation] days, and personal healthcare information from here. You will be given [number] of [sick days/vacation days] per year, with the rollover date being [date].

Our [HR lead or relevant personnel] led this new policy initiative, so if you have any questions please reach out to them and they'll be happy to help you.

Sincerely,
[HR lead, internal communications lead, or leadership]



About ContactMonkey

ContactMonkey is a powerful internal communications software that enables you to send timely updates to employees via your email client (Outlook and Gmail) or SMS.

ContactMonkey is modernizing the way the world's top organizations connect, communicate, and engage with their employees. In a rapidly changing world of work, our tool makes it easier for companies to engage remote, hybrid, and deskless workers—all through a single platform.

We help internal communications teams to create, send, and track employee newsletters, SMS updates, and crisis communications with the goal of boosting employee engagement, and productivity. With ContactMonkey, you can send beautiful HTML email newsletters or crisis communications via SMS, build segmented employee lists from your Azure Active Directory or HRIS, gather employee feedback, and measure employee email analytics (open rates, click rates, read rates, eNPS) to understand what truly engages your employees.

**Ready to Elevate Your Internal
Communication Strategy?**

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