



Candidate Acceptance Email Template

Subject: Welcome to (Company's name) Team

Dear (Candidates name),

We are delighted to welcome you as the newest member of the (Company name) team. Your decision to join us is the start of an exciting journey and we are looking forward to embarking on this path together.

We were impressed by your skills and qualifications gained to date, and your passion and determination to succeed align well with our expectations. We have a clear vision and mission to execute and we are confident that your contribution will drive us towards achieving these.

Please find some essential details in relation to your journey starting with us:

- Start date: (Date)
- Onboarding details: You will receive a more detailed onboarding pack that will outline key information related to your first day, your induction, training material and your schedule for the first week

Once again, welcome to (Company name) Feel free to reach out if you have any further questions or need any further information.

Kind regards,

(Your name)

(Your title)

(Company name)

(Contact information)