



Four Professional HR Email Templates to Simplify Your Daily Tasks

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Human resource professionals don't have to spend hours crafting repetitive emails for communicating with employees.

This guide contains fourteen HR email templates that are daily needed in every business.

Customize and use these email templates to save hours that will help you focus on other important tasks.





TEMPLATE 1

Job Offer Email

- Once you onboard a new candidate, the first and foremost mail that HR has to write is Job Offer Letter email.
- Use this template to formally extend a job offer to a candidate, including details such as the position, salary, start date, and any other relevant terms and conditions.

Subject: Job Offer – [Position Title]

Dear [Candidate's Name],

I am delighted to extend a formal job offer for the position of **[Position Title]** at **[Company Name]**. We were impressed with your skills and experience during the interview process, and we believe that you will make a valuable contribution to our team.

- Position: **[Position Title]**
- Salary: **[Salary]**
- Start Date: **[Start Date]**
- Benefits: **[List of Benefits]**

Please review the attached employment agreement for detailed terms and conditions. If you have any questions or require further clarification, feel free to contact me.

We are excited about the prospect of having you join our team and look forward to your positive response.

Best regards,
[Your Name]
[Your Designation]



TEMPLATE 2

Employee Welcome Email

- HR can welcome new employees to the company with a friendly and informative email.
- Include details about the onboarding process, office culture, and any immediate steps they need to take while joining the new organization.

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

Dear **[New Employee's Name]**,

On behalf of the entire team at **[Company Name]**, I am thrilled to welcome you aboard! We are excited to have someone with your skills and expertise join our company.

Please find attached some documents to help you get started, including our employee handbook and details about your onboarding schedule. If you have any questions, feel free to reach out to **[Contact Person]**.

Once again, welcome to the team! We look forward to working together and achieving great things.

Best regards,
[Your Name]
[Your Designation]



TEMPLATE 3

Job Rejection Email

- It's polite to send job rejection emails as this email lets the candidate know about their job application status.
- Therefore, this email is to inform candidates that they were not selected for a particular position.
- It should be kind and professional, providing constructive feedback if possible.

Subject: Thank You for Your Interest – **[Position Title]**

Dear **[Candidate's Name]**,

We appreciate the time and effort you invested in the interview process for the position of **[Position Title]**. After careful consideration, we have chosen to move forward with another candidate.

We want to express our gratitude for your interest in **[Company Name]**.

Your skills and qualifications are commendable, and we encourage you to apply for future opportunities that align with your expertise.

Thank you again for your understanding, and we wish you the very best in your job search.

Sincerely,

[Your Name]

[Your Designation]



TEMPLATE 4

Leave Approval Email

- This email template is designed for approving leave requests that span multiple days.
- It ensures clear communication by confirming the leave dates, any necessary handover details, and expectations for returning to work.
- Use this template to maintain a professional tone while providing a formal record of the approval.

Subject: Leave Approval

Dear **[Employee's Name]**,

Your leave request for **[dates of leave]** has been approved. Please ensure all necessary handovers are completed before your leave begins.

Wishing you a pleasant time off.

Best regards,

[Your Name]

[Your Designation]



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