

COMMUNICATE

Beginner

15 MIN

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# Draft a new-hire welcome email and first-week schedule.

Verify onboarding checklist completion, then have Copilot Cowork draft the welcome note and first-week schedule unattended.

MICROSOFT 365

Outlook

Word

WORKS WITH

Copilot Cowork

## Business Outcome

New hires get a warm, complete first-week plan on day one instead of a generic email assembled at the last minute.

## Workflow Steps

### Step 1: Confirm the onboarding checklist is complete

Copilot Cowork

Before drafting anything, have Cowork check that equipment, accounts and access requests on the onboarding checklist are actually done — a warm welcome email means little if the laptop isn't ready.

PROMPT

Check the onboarding checklist for our new hire starting Monday. Confirm equipment, system access and desk assignment are marked complete, and flag anything still outstanding.

## Step 2: Draft the welcome email and schedule

Copilot Cowork

Once the checklist comes back clean, ask Cowork to draft the welcome email and a day-by-day first-week schedule — orientation, team introductions, initial training sessions.

Pulling tone and structure from your standard onboarding template rather than generating the format from scratch each time, so every new hire's experience stays consistent.

## Step 3: Review for accuracy and tone

Outlook and Word

Check the manager's name, start date, team names and meeting times against the actual hiring record — a wrong detail in someone's first email from the company makes a bad first impression.

## Step 4: Send and share with the hiring manager

Outlook and Word

Send the welcome email and share the first-week schedule with the hiring manager so they can confirm their own availability for the planned intro meetings.

## ✓ Check the work

- Verify every checklist item marked complete actually is, don't take Cowork's confirmation at face value for anything access-related.
- Confirm names, dates and team details against the HR record before sending.
- Check the first-week schedule doesn't double-book the new hire or their manager.

## Expected Outcome

A sent welcome email plus a first-week schedule document, both ready before the new hire's start date.

Want help rolling this out across your team? **Go to Liminals.Tech** ■