Select, edit, and copy one of the templates below, depending on how you’ve chosen to invite users:

[Direct email invitation](#_m4yinzqbxsbh)

[Auto-join](#_dp16b45vttpw)

[SSO](#_bxui6kz6xzie)

## Direct email invitation

**Subject line**: Exciting News! Launching Workable HR

Hello everyone,

We are thrilled to announce the launch of our new HR platform, Workable!

Workable is a comprehensive people management software that covers the entire employee lifecycle. We will use Workable to manage employee onboarding and data, including time off management.

This change is driven by our commitment to streamlining and automating our HR processes to ensure reliable and accurate data. You can look forward to:

* Centralized management of employee profiles
* Streamlined time-off requests and expedited time-off approvals
* Rapid alerts for company policies, procedures, files, and org chart updates
* Document management featuring e-signatures

**Key Actions for All Employees:**

You will soon receive an email invitation to join our company’s Workable account. Once you accept the invitation:

1. Enter your account using the [login page](https://workable.com/signin)
2. Access your employee profile by clicking your initials on the upper right and then **View profile**

**Resources:**

We understand that learning a new tool may require some adjustment. Below you can find the basic training material to help you with your first steps in Workable:

* [Employee user guide](https://help.workable.com/hc/en-us/articles/23439455695255-Workable-HR-for-Employees-User-Guide) + downloadable [PDF guide](https://get.workable.com/hubfs/help_center_support/Onboard%20%26%20Manage_%20Employee%20User%20Guide.pdf?__hstc=215508872.eb55b2b8a162813a79fe0ddfd22428f4.1706176878996.1706176878996.1706176878996.1&__hssc=215508872.7.1706176878996&__hsfp=1197129909)
* [Manager user guide](https://help.workable.com/hc/en-us/articles/23496678070295-Workable-HR-for-Managers-User-Guide) + downloadable [PDF guide](https://get.workable.com/hubfs/help_center_support/Onboard%20%26%20Manage_%20Line%20Manager%20User%20Guide.pdf?__hstc=215508872.eb55b2b8a162813a79fe0ddfd22428f4.1706176878996.1706176878996.1706176878996.1&__hssc=215508872.7.1706176878996&__hsfp=1197129909)

**📱Mobile app:**

Download the Workable mobile app (from the [iOS App Store](https://itunes.apple.com/us/app/workable/id1164841670) or [Google Play Store](https://play.google.com/store/apps/details?id=com.workable.ats)) to view the employee directory, request time off, and view your balances easily from your phone!

Rest assured, data privacy and protection are our utmost priority. If you need help or have any questions about Workable, you can always contact the HR team.

Kind regards,

## Auto-join

**Subject line**: Exciting News! Launching Workable HR

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* Document management featuring e-signatures

**Key Actions for All Employees:**

To auto-join our Workable account:

1. Visit the [signup page](https://www.workable.com/signup)
2. Complete the signup form using your work email address and click the button to **Join account**
3. Navigate to your employee profile by clicking your initials on the upper right and then **View profile**

**Resources:**

We understand that learning a new tool may require some adjustment. Below you can find the basic training material to help you with your first steps in Workable:

* [Employee user guide](https://help.workable.com/hc/en-us/articles/23439455695255-Workable-HR-for-Employees-User-Guide) + downloadable [PDF guide](https://get.workable.com/hubfs/help_center_support/Onboard%20%26%20Manage_%20Employee%20User%20Guide.pdf?__hstc=215508872.eb55b2b8a162813a79fe0ddfd22428f4.1706176878996.1706176878996.1706176878996.1&__hssc=215508872.7.1706176878996&__hsfp=1197129909)
* [Manager user guide](https://help.workable.com/hc/en-us/articles/23496678070295-Workable-HR-for-Managers-User-Guide) + downloadable [PDF guide](https://get.workable.com/hubfs/help_center_support/Onboard%20%26%20Manage_%20Line%20Manager%20User%20Guide.pdf?__hstc=215508872.eb55b2b8a162813a79fe0ddfd22428f4.1706176878996.1706176878996.1706176878996.1&__hssc=215508872.7.1706176878996&__hsfp=1197129909)

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Kind regards,

## SSO

**Note**: Before you send the template, replace **[subdomain]** in the login link with your [company’s own subdomain](https://help.workable.com/hc/en-us/articles/5270992137751).

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* Rapid alerts for company policies, procedures, files, and org chart updates
* Document management featuring e-signatures

**Key Actions for All Employees:**

You will soon receive an email invitation to join our company’s Workable account. Once you accept the invitation:

1. Visit the company’s login page: https://**[subdomain]**.workable.com/signin
2. Fill in your work email to sign in
3. Access your employee profile by clicking your initials on the upper right and then **View profile**

**Resources:**

We understand that learning a new tool may require some adjustment. Below you can find the basic training material to help you with your first steps in Workable:

* [Employee user guide](https://help.workable.com/hc/en-us/articles/23439455695255-Workable-HR-for-Employees-User-Guide) + downloadable [PDF guide](https://get.workable.com/hubfs/help_center_support/Onboard%20%26%20Manage_%20Employee%20User%20Guide.pdf?__hstc=215508872.eb55b2b8a162813a79fe0ddfd22428f4.1706176878996.1706176878996.1706176878996.1&__hssc=215508872.7.1706176878996&__hsfp=1197129909)
* [Manager user guide](https://help.workable.com/hc/en-us/articles/23496678070295-Workable-HR-for-Managers-User-Guide) + downloadable [PDF guide](https://get.workable.com/hubfs/help_center_support/Onboard%20%26%20Manage_%20Line%20Manager%20User%20Guide.pdf?__hstc=215508872.eb55b2b8a162813a79fe0ddfd22428f4.1706176878996.1706176878996.1706176878996.1&__hssc=215508872.7.1706176878996&__hsfp=1197129909)

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