## Invitation to log into the company LMS email templates

*by TalentLMS*

### Template 1: Onboarding new hires

**Email subject line:** Log in now! Your L&D journey starts here

Dear [*employee name*],

Welcome again to [*name of compan*y]! We’re really happy to have you with us.

As part of your onboarding, please make time [*today/this week/this month*] to log into our online training platform [*name of platform and hyperlink if appropriate*], which you can use to manage and track all of your L&D.

To log in, go to [*insert link*] and [*sign in using your work email and password/create an account and password.*]

Finding your way around the platform should be straightforward. But, if you do have questions, you can call [*customer support number*], email [*support email address*], or refer to [*the user guide attached/user guide available online — insert hyperlink*].

Best,

[*name*]

[*email signature*]

### Template 2: Company-wide announcement — moving from offline to online training

**Email subject line:** Log in now! And access all of your training and development online

Dear [*employee name*],

Training’s an important part of what makes [*name of company*] and its people (you!) a success.

To make it easier for you to manage and track your L&D, we’ve decided to move all of our training over to an online learning platform, [*name of your LMS*].

Please make time [*today/this week/this month*] to log in and have a look around.

To do this, go to [*insert link*] and [*sign in using your work email and password/create an account and password.*]

Finding your way around the platform should be straightforward. But, if you do have questions, you can call [*customer support number*], email [*support email address*], or refer to [*the user guide attached/user guide available online — insert hyperlink*].

And, don’t worry. Your training history to date has all been saved. You’ll find it [*details of where it’s located*].

Best,

[*name*]

[*email signature*]

### Template 3: Company-wide announcement — new LMS

**Email subject line:** Log in to our new online training platform

Dear [*employee name*],

Training’s an important part of what makes [*name of company*] and its people (you!) a success.

To make it easier for you to manage and track your L&D, we’ve decided to move over to a new online learning platform, [*name of your new LMS*].

Please make time [*today/this week/this month*] to log in and have a look around.

To do this, go to [*insert link*] and [*sign in using your work email and password/create an account and password/sign in with the same username and password you had for our previous platform.*]

Finding your way around the platform should be straightforward. But, if you do have questions, you can call [*customer support number*], email [*support email address*], or refer to [*the user guide attached/user guide available online — insert hyperlink*].

And, don’t worry. Your training history to date has all been saved. You’ll find it [*details of where it’s located*].

Best,

[*name*]

[*email signature*]