

HIRING ASSISTANCE

Welcoming New Candidates

Welcome Email

Subject line: Welcome aboard, Sean!

Hi Sean!

Welcome to the team! We're thrilled to have you at Wishup. We know you're going to be a valuable asset to our company and can't wait to see what you accomplish.

Just a reminder, your first day is April 10. All you need to send us is SSN and your Passport Details along with a scanned copy. As I mentioned before, we offer flexible work hours anytime between 9 a.m. and 5 p.m Eastern Time.

You will receive an email from your Reporting Manager Rick and your Training Manager Magnolia to join the Induction and Orientation session on your first day. They'll be giving you a brief on the organisation, working ways and will start your training on Day 2. Rick will help you with lots of crucial things, like how to log into the time tracking software, how to book conference rooms and where to find the neon post-its. Once you're properly set up, Magnolia will get you started on our training modules.

Please find a copy of the offer letter and the job contract which needs to be signed and sent back to me, kindly click on the links to view the same. If you have any questions, feel free to email me or call me at +91 9560554171 or you can get in touch with

1. Rick Samuels

rick.samuels@wishup.com

+91 8876541238

2. Magnolia Brown

magnolia.brown@wishup.com

+91 7896541235

Once again, we're excited to have you on the team and hope you're looking forward to your first day as much as we are.

Welcome aboard!

Tanisha Adhikari

HR Manager (Recruitment and Onboarding)

Wishup.co

Employment Contract: <https://drive.google.com/file/d/1T3jE0FxnYgvbmzyqcajDuZ14oR-lliwk/view?usp=sharing>

SOP: <https://docs.google.com/document/d/1tlbUBWYaGqbYAqjIQRbgl2dOwFVIMQE2/edit?usp=sharing&oid=114808566300991694953&rtpof=true&sd=true>