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

[Direct email invitation](#_heading=h.i0khxt2gdvih)

[Auto-join](#_heading=h.dfah33719skp)

[SSO](#_heading=h.l24rgm4ssq5d)

# Direct email invitation

Hi,

We have great news! We will soon begin using Workable for our hiring.

[Workable](https://www.workable.com/) is all-in-one recruiting software, and will help us hire effectively and efficiently. When you’re hiring for your team you will need to use Workable to view resumes and leave feedback.

You will soon receive an email invitation to join our company’s Workable account. Once you accept the invitation and set up your password, you can:

* Enter your account using the login page:<https://workable.com/signin>
* Visit the [personal profile](https://id.workable.com/me) section to adjust your settings and [manage your email notifications](https://help.workable.com/hc/en-us/articles/115012023008-Managing-email-notification-preferences)

Have a question about Workable? You’re covered! Browse the [help center](https://help.workable.com/hc/en-us), review the [Getting Started](https://help.workable.com/hc/en-us/sections/15298688546711-New-user-guides) user guides, and [sign up to Workable Academy](https://www.workableacademy.com/) for self-paced courses.

Thank you for helping us hire more of the best!

# Auto-join

Hi,

We have great news! We will soon begin using Workable for our hiring.

[Workable](https://www.workable.com/) is all-in-one recruiting software, and will help us hire effectively and efficiently. When you’re hiring for your team you will need to use Workable to view resumes and leave feedback.

To auto-join our Workable account:

* Visit [workable.com/signup](https://www.workable.com/signup)
* Complete the signup form using your work email address. You will see a button to **Join account** (learn more [here](https://help.workable.com/hc/en-us/articles/115011762787-Using-auto-join-#Howtojoinanaccountwithauto-joinenabled))

Once you’re logged in, navigate to the [personal profile](https://id.workable.com/me) section to adjust the settings and [manage your email notifications](https://help.workable.com/hc/en-us/articles/115012023008-Managing-email-notification-preferences).

Have a question about Workable? You’re covered! Browse the [help center](https://help.workable.com/hc/en-us), review the [Getting Started](https://help.workable.com/hc/en-us/sections/15298688546711-New-user-guides) user guides, and [sign up to Workable Academy](https://www.workableacademy.com/) for self-paced courses.

Thank you for helping us hire more of the best!

# 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).

Hi,

We have great news! We will soon begin using Workable for our hiring.

[Workable](https://www.workable.com/) is all-in-one recruiting software, and will help us hire effectively and efficiently. When you’re hiring for your team you will need to use Workable to view resumes and leave feedback.

You will soon receive an email invitation to join our company’s Workable account. Once you accept the invitation and set up your password, you can:

* Visit the company’s login page: https://**#subdomain#**.workable.com/signin
* Fill in your work email to sign in

Once you’re logged in, navigate to the [personal profile](https://id.workable.com/me) section to adjust the settings and [manage your email notifications](https://help.workable.com/hc/en-us/articles/115012023008-Managing-email-notification-preferences).

Have a question about Workable? You’re covered! Browse the [help center](https://help.workable.com/hc/en-us), review the [Getting Started](https://help.workable.com/hc/en-us/sections/15298688546711-New-user-guides) user guides, and [sign up to Workable Academy](https://www.workableacademy.com/) for self-paced courses.

Thank you for helping us hire more of the best!