

NEW EMPLOYEE WELCOME LETTER FROM HUMAN RESOURCES

A welcome letter should be sent to all new employees prior to start their date. Suggested items to include are:

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| <input type="checkbox"/> An enthusiastic and sincere statement of welcome | <input type="checkbox"/> Organizational chart |
| <input type="checkbox"/> Employee's job title | <input type="checkbox"/> Map of work location (if necessary) |
| <input type="checkbox"/> Start date and time | <input type="checkbox"/> Forms to be completed prior to employment |
| <input type="checkbox"/> Job location and reporting instructions (where the employee should report on the first day and where the employee will report every day (if different)) | <input type="checkbox"/> Parking information (if applicable) |
| <input type="checkbox"/> Details about the new position | <input type="checkbox"/> Dress code information |
| <input type="checkbox"/> Position Description | <input type="checkbox"/> Extend offer to answer questions |
| | <input type="checkbox"/> Supervisor name, title and phone number |
| | <input type="checkbox"/> Starting salary |

SAMPLE

{Date}

{New Employee Name}
 {New Employee Address}
 {City, State ZIP}

Dear {Employee}:

Welcome to [Name of Agency/Board/Commission] and the [Program Area] team! I am pleased to confirm your acceptance of our offer for the [full-/part-] time, permanent position of [employee's classification] reporting to [supervisor's name, title]. Your starting salary will be at the rate of [\$XX.XX] per hour, to be paid on a bi-weekly pay schedule, and you will serve a [XX]-day probationary period.

We are delighted you are joining us and your role as [specific job function/responsibilities] is critical in fulfilling the mission of the [program area] and the [agency/board/commission].

We look forward to your arrival on [employee's start date and time] at our [location]. I have included a map of our facility with parking information included. Please report to [exact location] and ask for [supervisor's name, title]. To help you prepare for your first day, I have enclosed the following information for your review:

- Your Position Description; and
- Table of Organization.

During your first few weeks, you will meet many co-workers, supervisors, managers and human resources staff. We are all here to support you! These individuals are available to serve as a resource, so please let them know what you need to accomplish your new responsibilities.

We are excited about you joining us and want to ensure that you are successful in your new role. Please don't hesitate to contact me with any questions or concerns. We look forward to a positive working relationship!

Sincerely,

{HR Contact Name}
 {Title}
 {Phone #}