

Welcome Email to New Hire (Template)

**** Sent by Manager to new hire after Background Check Clears ****

Dear **(NAME)**,

Welcome to Penn! We are excited that you will be joining our team and look forward to your start on **(START DATE)**. To ensure a smooth start I would like to share with you a few instructions for your first day.

On your first day, please report to **(ADDRESS)** at **(TIME)**. You may contact **(CONTACT'S NAME)** when you arrive at **(PHONE NUMBER)**.

I wanted to share with you information about transportation options and benefits that Penn provides by directing you to [Penn's Transportation and Parking Website](#).

Please note our dress policy is **(DRESS POLICY INFORMATION)**.

Again, congratulations on your new role! We are eager to have you as part of our team.

Sincerely,

[Manager's/Supervisor's Name]