Dear [First Name],

Welcome to [Department Name]! We are excited that you have accepted our job offer and agreed upon your start date of [Start Date]. As mentioned during the interview, while your new position reports to me, I’d like to welcome you to the [Name of Department/Unit or Section] on behalf of all of the staff. Each of us will play a role to ensure your successful integration into the department. Here’s everything you need to know for your first day.

**New Hire-First Day/Orientation**

[Enter Weekday, Month Date]

[Enter work hours]

[Enter work (reporting) address]

[Enter Google Map link for directions]

Ask for [Enter onboarding facilitator name or supervisor]

**Schedule**

9:00am to 9:30am         Welcome

9:30am to 12noon         New Employee Orientation

[Enter Time frame]         [Enter Action item]

[Enter Time frame]         [Enter Action item]

[Enter Time frame]         [Enter Action item]

[Enter Time frame] [Enter Action item]

**What to bring?**

A driver’s license or passport to verify your identification (Click here for [List of acceptable identification](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents))

and eligibility to work. A voided check or proof of banking account/routing number for direct deposit.

[Enter list of anything else that needs to be brought]

A big smile!  :D

**Parking**

[Enter parking info and map via link or photo]

**Put a #Hashtag on it!**

Ready to show some early [Enter Dept./Agency name] pride? Share your excitement with the social networks you love most by using our company hashtags [#departmenthashtag] and #weservemo. We can’t wait to see your posts!

[Place photo with hashtag]



**#weservemo**

**Get Connected!**

See other employees by connecting to [State of Missouri LinkedIn](https://www.linkedin.com/company/state-of-missouri/) and [Enter Department Facebook link]. You’ll find out why [Enter Department/Agency name] is one of the best companies to work for!

Once again, congratulations, we are lucky to have you join us! We look forward to meeting you on first day!

- The [Enter Department/Agency/Section/Unit] team

|  |
| --- |
| (Insert a photo of your agency’s team unit or section) |