

Sample – Supervisor Welcome Letter

Date

Dear **New Employee Name**:

Welcome to Yavapai College! We are excited to have you join our team and are looking forward to seeing you on **Date** at **Time** for your first day. When you arrive at our facilities please park **(any specific instructions for parking here)**. Our dress code is (business casual/casual).

When you arrive your first day, you will come into our building and **Instructions here**.

Your new team/I anticipate taking you out to lunch to get to know you and to make sure you meet everyone with whom you will be working.

Along with this letter you will find a copy of your first day schedule and **(any other documentation to review/complete prior to first day)**. We will review this information with you as well and answer questions.

Again, welcome to the team! If you have questions, please call me at **phone number** any time. We are looking forward to working with you.

Best regards,

Your Name