**Welcome email template to new employees**Send after the written offer is signed and returned and the applicant has successfully completed all pre-employment reference and credential checks.

Subject: Welcome to <<school/department name>>

Dear <<insert employee name>>:

I’m writing to confirm that you have successfully completed the background check process and we look forward to your arrival on <<insert start date>>. A map of our department is attached with parking information included. Please report to <<insert location>> at <<insert time>> and ask for <<insert supervisor name>>.

Review the checklist attached to this email and bring your completed new employee paperwork and supporting documentation with you on your first day.

You have been enrolled in a two-day New Employee Orientation (NEO) on <<insert NEO dates>>. The first day of orientation is a full day (8:30 a.m. to 4 p.m.) with lunch provided, and the second day is a half day (8:30 a.m. to 12:30 p.m.). NEO is held on the Monroe Park Campus at 922 W. Grace St. in room 115. To get there, you can take the [VCU campus connector](http://www.parking.vcu.edu/transportation/ramride/) (advised) or drive your car. If you drive, please be aware that street parking is extremely limited in space and allowed time (2-hour maximum). Parking for participants is not available in the lot that abuts the building. [Learn more about the closest parking options](https://maps.vcu.edu/monroepark/hrtraining/index.html).

Additionally, you can download the VCU Ram Guide app on your smartphone for quick access to information about VCU benefits, parking, getting an ID, riding the campus shuttle, dining options, VCU perks, etc. We hope this provides an easy way for you to navigate as you familiarize yourself with our campus.

We are excited about you joining us and want you to be successful in your new role. Please don’t hesitate to contact me or <<insert other contact>> with any questions or concerns.

Regards,

<<insert name/signature>>

Attachments:

New employee checklist and paperwork