**Welcome letter template for new Executive/Sr. Administrator positions**

Subject: Welcome to VCU!

Dear <<insert new employee name>>:

Congratulations on your new position! We are pleased you have accepted our offer of employment as <<insert position name>> and look forward to you becoming a valued member of the VCU community.

Attached to this email is an electronic copy of your employment offer letter that confirms your salary and employment terms. The letter provides important information about your new job, benefits package and expectations for your first day at work.

Once you have reviewed your offer letter and the attached terms and conditions, please return your signed letter to VCU via one of the following options:

* Email signed copy to <<insert address>>
* Fax signed copy to my attention at <<insert fax number>>
* Deliver in person to <<insert address>>
* Mail to <<insert address>>

*For resource critical:*

Successful completion of a background check is a condition of employment and required prior to your start date. An email has been sent to you from HireRight requesting your e-consent to the background check. Please complete this task at your earliest convenience to help expedite the onboarding process.

*For sensitive*:

Successful completion of a background check is a condition of employment and required prior to your start date. Due to the nature of your position, fingerprinting is required for your background check. Fingerprinting services are provided by VCU police on Tuesdays from 9 a.m. to 11 a.m. and 1 p.m. to 4 p.m. on a first come first serve basis. Fingerprint checks should not be performed sooner than thirty (30) days prior to your start date. Visit [police.vcu.edu/services/fingerprinting/](https://police.vcu.edu/services/fingerprinting/) for more information about fingerprinting.

Once HR has been notified of your successful completion of a background check, your department will follow up with you to confirm your start date and the date for your New Employee Orientation. Your transition to your new position at VCU will be expedited if you are able to review the following webpage before your first day: [hr.vcu.edu/newemployees.html](https://hr.vcu.edu/new-employees/)

This page provides relevant information and resources for new employees. We hope you will also take time to explore the entire VCU website as you learn about who we are!

Please feel free to contact <<insert name of HR Professional/Associate or hiring manager>> or me if you have any questions, require additional information, or if there is anything I can do to help you get started in your new job at VCU.

On behalf of your department and Human Resources, welcome to VCU!

Sincerely,

<<insert name/signature>>