

Appendix A: Sample Welcome Letter from Hiring Manager

New Employee Welcome Template (To employee from manager)

Dear employee's first name:

Welcome to Memorial University. We are delighted you will be joining our department/faculty as job title on start date.

Please arrive at time, on date at location and ask for designated staff member's name. You can park at location.

Below is a link to information for new employees. Please take a look at this and explore what makes Memorial University unique, the resources available to you and answers to frequently asked questions.

www.mun.ca/hr/services/new_employee.


In addition, we ask that you review the Health and Safety Orientation Handbook before your arrival. It can be located at: www.mun.ca/health_safety/Safety_Orientation_Handbook.pdf

The unit name team is here to support your transition; please know that you can call on any of us to assist you. We are looking forward to you joining our team and to your success at Memorial University.

Additionally, as part of your on-boarding experience we have chosen a new employee mentor, known as a Memorial Navigator, for you. Your Navigator will be navigator's name, role and unit. Navigator's name is looking forward to meeting you during your first week here on campus. Navigator's name will be able to provide you with valuable insight and knowledge of Memorial's workplace.

Sincerely,

Manager's Name



IF YOU WOULD LIKE THE WORD VERSION OF
THIS TEMPLATE, PLEASE ACCESS THE HR
FORMS IN THE MY.MUN PORTAL UNDER THE
EMPLOYEES TAB