

NEW EMPLOYEE WELCOME LETTER

This template letter can be used by Managers/Supervisors to provide new hires with information about the required activities that need to be completed as they begin employment. This letter is sent after an employee has accepted a written offer of employment.

[INSERT LETTERHEAD]

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

Dear [INSERT NEW EMPLOYEE NAME]:

Welcome to Queen's University. We are looking forward to your first day in [DEPARTMENT].

On your first day, [DATE], please come to [BUILDING] to the [#] floor at [TIME]. Please ask for [NAME] and they will show you to your work station / office.

In order to facilitate the start of your employment, there are a few items that you need to take care of. If you have any questions about any of the items below, please contact [HIRING MANAGER/DEPARTMENTAL ADMINISTRATOR].

Your Queen's employee number is [8-DIGIT EMPLOYEE ID]. Please keep this information in a safe place, as you will need it for your career at Queen's and for the process outlined below.

- Using any computer connected to the internet, please go to the [NetID Activation webpage](#) and use your employee number to activate your Queen's NetID and email. You will use this NetID to access many systems at Queen's, including MyHR where you will receive your e-pay advice slips.
- Note your Queen's NetID and Queen's email address for future reference.
- Go to Queen's [MyHR](#) site. Here, you will need to enter your NetID and provide the following information:
 - Banking information for payroll direct deposit
 - Emergency contact information
 - Verify your address and phone number
 - If these are incorrect, please edit the information online
- [NAME] will take you to the Human Resources office to attend the New Staff Orientation Session in order to:
 - Sign up for benefits,
 - Get your photo taken for your employee identification card
 - Complete the Legislated Health and Safety Training
 - Receive further onboarding activities which will occur over the coming year.

Include for faculty and staff that are eligible for employee benefits only. If unsure contact your HR Advisor:

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Within your first week, I will confirm arrangements for you to complete the University's mandatory training, in compliance with the Occupational Health & Safety Act and the Accessibility for Ontarians with Disabilities Act.

Departments may wish to add further department-specific information, such as visiting the department/faculty website or signing up for WHMIS training, etc.

We look forward to seeing you at Queen's.

Sincerely,

[HIRING MANAGER SIGNATURE]