Dear [First Name],

Welcome to the University of North Carolina at Pembroke! We look forward to your [Month Day] start!

Below, I’ve included some information to help ease your transition to your new work environment:

* Plan to begin work at 8:00 am your first day. If needed, we can discuss any changes to your regular schedule later that day. Normal business hours are 8:00 to 5:00 pm.
* Your office will be located on the [level #] floor of the [building name] building located at [address]. Please park in the lot directly to the [left, right] if you are facing the [front] of the building. Please do not park in any spaces that are marked “Reserved.”
* When you get to the reception area, please ask for [First and Last Name]; S/He will greet you and bring you to your office and show you around.

What to expect on your first day:

* Lunch will be provided.
* You will receive your email address and your Banner ID.
* You will have an opportunity to attend your New Employee Onboarding Session, as well as meet with me and others in the organization to get more acquainted with UNC Pembroke.
* Together, we will also review the New Employee Onboarding Checklist – this checklist outlines our activities over the next few months and helps ensure you have a successful onboarding experience.
* You should also expect to receive your BravesCard on the first day. As indicated in your acceptance letter, you’ll be meeting with the Office of Human Resources (OHR) to review benefits information, as well as other onboarding items. Please revisit your acceptance letter instructions to ensure you have all required documentation for employment verification and payroll processing.
* As a future participant in UNCP ideals, we will discuss how you will help contribute to Changing Lives through Education at UNC Pembroke!

Please feel free to reach out to me directly with any questions or concerns by calling 910-XXX-XXXX or emailing XXXXXX@uncp.edu.

Again, welcome to BraveNation!

[First and Last Name}

[Position Title, Section]