**Appendix B – Induction Email to New Manager**

Dear [employee name],

Congratulations and welcome to our team.

We’re looking forward to seeing you on ........(day) ………… at ……..for your first day of work and First Day Induction.

Parking is free for employees. Please can you send me your registration details to pass onto parking, so that you can park in the Pippbrook/Reigate Road/Park House car parks. Please do not park in the visitors’ bays as you are now a member of staff.

When you arrive, please go to reception and sign in to receive your temporary pass.

Please ask for [employee heading up orientation/training/supervising] who will be [leading your orientation/training/supervising you today].

Be sure to bring [**any outstanding onboarding documents**, special equipment, etc.].

I have put together an induction timetable which I’ve attached for you. This should give you an idea of what to expect on your first day and rough plans for the week ahead. We will finalise arrangements on your first day.

***Please remember to bring your passport / birth certificate for your right to work check (which must be completed prior to you starting work) and a proof of address, a photo driving licence or a utilities bill dated within 3 months.***

I very much look forward to working with and welcoming you on your first day.

[Manager’s Name]