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

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. We use virtual parking, which is now set up with a new staff permit type, which will allow you to set up your own staff parking permit. Please ensure you are set up for[**free parking**](https://molly.molevalley.gov.uk/2023/03/22/staff-parking-permit-changes-renew-your-staff-parking-permit-now/)**.** 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/photo driving licence/birth certificate for your ‘right to work’ check (which must be completed prior to you starting work). If you do not have photo ID, please bring a proof of address, ideally a utilities bill dated within the last 3 months.***

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

[Manager’s Name]