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Enter a date.

Enter Employee’s Name,

Enter Employee’s Title

Enter Employee’s Agency

Enter Street Address

Enter City, State Zip Code

Dear Enter First Name

Welcome to Salt Lake County’s Enter Agency Name. We are thrilled to have you on board! In this space introduce the new employee to their position, team and critical functions of the position and agency. Based on this information, the goals I would like you to focus on in the next six months include the following.

* Enter Goal 1
* Enter Goal 2
* Enter Goal 3

I will work closely with you in developing a cross-training plan with your colleagues for each of the above goals. In an effort to get you up to speed on things, I will also provide you with the following support materials including List Support Materials- examples SOPs, organization charts, policies and procedures

I will also provide you with an important employee information sheet. It will contain personal information such as your employee ID, logins, passwords, phone information and your schedule. Also included are helpful phone numbers and important dates to remember.

You will need to complete the following trainings

* New Employee General Orientation
* Benefits Orientation
* Sexual Harassment Prevention Training
* List Agency Trainings

You now hold a very exciting position in our organization and one that is sure to be instrumental in shaping the future success of Agency. Good luck and again, welcome aboard!

Sincerely,

Enter Supervisor Name