

**Welcome Letter
To the New Non-Exempt Employee
(from the Supervisor)**

[Today's Date]

[Employee's Name]
[Employee's Address]

Dear [Employee's Name]:

On behalf of our entire department, welcome to The University of Scranton. We are looking forward to your joining us as [job title] on [start date] at an hourly rate of [hourly rate]. To help you become more familiar with your new job, I've enclosed a current job description.

You can report to [location] at [time] on your first day of work. Sometime that morning, you will meet with a member of the Human Resources department to complete some required documents. Per federal requirements you will need to produce either: (1) a United States Passport; or (2) a drivers license and a birth certificate or a social security card. If you do not possess these documents, you can inquire about other options by contacting Human Resources at (570) 941-7767. In addition, you will need to provide the date(s) of birth and social security number(s) of any dependents and beneficiaries.

We require all new employees to have their payroll checks deposited directly into their checking or savings accounts, so please also bring a voided check or deposit ticket with the name of your bank, the transit/routing number and your individual account number.

When you arrive in our department, you will have the opportunity to meet your coworkers. I'll also assign you to a "buddy" who will serve as a guide and trainer during your orientation. Your "buddy" can be a helpful resource to answer a number of questions.

We are looking forward to your arrival.

Sincerely,

[Supervisor's Name]
[Supervisor's Title]

encl: job description

**Welcome Letter
To New Exempt Employee
(from the Supervisor)**

[Today's Date]

[Employee's Name]
[Employee's Address]

Dear [Employee's Name]:

On behalf of our entire department, welcome to The University of Scranton. We are looking forward to your joining us as [job title] on [start date] at a bi-weekly salary of [salary] (_____ annualized).

A signed copy of this letter, returned to me, will indicate your acceptance. Please call me at (570) 941-_____ for any additional clarification.

You can report to [location] at [time] on your first day of work. Sometime that morning, you will meet with a member of the Human Resources department to complete some required documents. Per federal requirements, you will need to produce either: (1) a United States Passport; or (2) a drivers license and a birth certificate or a social security card. If you do not possess these documents, you can inquire about other options by contacting Human Resources at (570) 941-7767. In addition, you will need to provide date(s) of birth and social security number(s) of any dependants and beneficiaries.

We will inquire all new employees to have their payroll checks deposited directly into their checking or savings accounts, so please also bring a voided check or deposit ticket with the name of your bank, the transit/routing number and your individual account number.

When you arrive in our department, you will have the opportunity to meet your co-workers. I'll also assign you to a "buddy" who will serve as a guide and trainer during your orientation. Your "Buddy" can be a helpful resource to answer a number of questions.

We hope your decision is to join the University of Scranton community.

Sincerely,

John Doe, Manager
University of Scranton

Acceptance: _____
John Doe

C: Human Resources