

Hello [New Hire Name],

I am looking forward to seeing you again on *[Monday]* when you start with John Carroll. On *[Monday morning at 8:30]*, please report to our office in the *[Administration Building, Room 136]*. For the first day, you can park in the Visitor's lot.

There is always a lot to learn when starting a new job, not only about the work, but also about the culture and character of your new institution. John Carroll is an environment rich in traditions yet we are also a culture interested in innovation, growth and service to others. I know you are going to be a great addition to our team and to our university.

I am putting together a schedule for your first day(s) here at the University in order to help you assimilate and understand our division and its services. There will be a lot for us to discuss and share about our opportunities. During the first week, lunch appointments may be scheduled so please let me know if that is a problem for your schedule or if you have specific dietary needs.

Please reach out if you have any questions. I am looking forward to you starting on *[Monday]*.

Sincerely,

*[Hiring Manager]*