



New Starter- Pre-Day 1 email template

This template provides one example, but should be tailored to suit your teams contexts and needs.

Hi [name],

We're looking forward to welcoming you for your first day on (tomorrow/Monday).

If you have any questions ahead of time don't hesitate to ask, but I hope some of the below might be helpful.

[If you are using the Team Deck and Our People Deck – include this section]

I have attached two documents:

1) **Our People** – [team name] – with some information about each member of the team, we look forward to you adding your slide to the deck!

2) **Our Team** – [team name] – this has some information about our ways of working as a team – you can read through this when you start but providing if you are keen to know more in advance.

Where to meet 🖐️

We'll be ready for you at [TIME]

When you arrive at [location] [any useful guidance for finding the location]

[Who will meet them, how can they contact someone if they have any issues?]

Where to park 🚗

There are a range of parking areas close to our office. Many of the team park [parking suggestions]. Others take public transport.

If you plan on biking to work let us know and we can give you advice around bike parking in the building.

What to bring 📁

You need to bring one piece of **photo ID** in order to be able to get your Staff ID card.

Organisational Performance	Pre-commencement email template	Effective Date:	May 2024	Version 1
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[Update as needed] Otherwise, we have your desk set up and stationary on site so you only need to bring any personal items. There is a kitchen with microwave, fridge, basic utensils, and dishwasher if you'd like to bring your lunch, and a range of local eateries to purchase lunch nearby.

What to expect

[updated as needed and reflect the induction agenda]

On Day 1 we will:

- Have a meet and greet coffee with the team – we often go for a morning coffee as a team.
- You'll have an opportunity to orient yourself at your desk and get your logins sorted.
- You'll also receive a local workplace health and safety induction, as well as an office orientation (bathrooms, kitchen, printer).
- At some stage on Day 1 we'll head over to get your Staff ID Card – they will take a picture and you need to provide a government issued photo ID for them to verify your identity.

You'll receive an induction agenda to help orient you as to what to expect in the coming days. We look forward to having you join us!

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