Sample Confirmation Email from Supervisor

Congratulations on your new position as a/an (job title) with the (department name) in the (center/office). This email is to confirm the following information:

* Start Date:
* Time and location you should report to work:
* Classification & Starting Salary:
* Work Schedule:
* Onboarding Sponsor: (name and contact info)

Helpful information:

* Parking: (relevant links)
* Public Transportation: (relevant links)

When you arrive on your first day, you will report to the lobby and check in at the security desk. Please be prepared to show them photo ID and provide them with (contact name) as your contact person. Security will then alert me to your arrival so myself or your onboarding sponsor can greet you in the lobby.

In order to learn more about our organization, I encourage you to visit our website at (relevant website link). It will give you a comprehensive overview of our mission, stakeholders, strategic direction, and accomplishments.

Please let me know if you have any questions I can help with before you start. I’m excited to have you begin as part of our team on (start date).