**Tool Summary**

This tool provides communication templates for welcome emails and texts that can be customized.

**Welcome Email**

**Detailed Version**

**Subject Line: Welcome to the Team!**

Hi \_\_\_\_\_\_\_,

We are thrilled to have you join our team! We want to make sure that you are prepared for your first day with us. There are several onboarding assignments to complete on your first day. Please review the list below with details of what to bring with you.

**Orientation Details**

Date:

Time:
Location:

Who to ask for:

**What to bring with you**

* Unexpired Identification to complete the I-9 form
	+ Please see page 3 of the I-9 for a list of appropriate documents
	+ Please reach out if you have any questions
* A notebook and pen for notes
* Additional items they might need like proof of vaccination, verification requirements for direct deposit

**On your first day**

* **Show up on time!**
* Come prepared to move safely through the restaurant in
	+ All black slip resistant shoes
	+ [Insert your attire standards or expectations here]

**An overview of your day**

* Onboarding Paperwork
* Orientation
* Restaurant Tour and Safety Walk Through
* Training Schedule Review

Attach: Attire standards, I9 List of Accepted IDs, any additional documents

**Simple Version**

**Subject Line: Welcome to the Team!**

Hi \_\_\_\_\_\_\_,

We are thrilled to have you join our team! We want to make sure that you are prepared for your first day with us. There are several onboarding assignments to complete on your first day.

**What to expect on your first day**

**Orientation Details**

Date:

Time:
Location:

Who to ask for:

Bring your identification for your I-9 (see attached document with the list of acceptable IDs), a notebook and pen for notes, and wear slip resistant shoes.

Please be sure to arrive on time!

Best,

Name

**Sample Text Message**

Reminder: Hi \_\_\_\_! You are scheduled for Orientation at \_\_\_\_\_\_ on \_\_\_\_\_\_\_ at \_\_:\_\_am/pm. Please arrive on time with your identification for your I9. Please contact \_\_\_\_\_\_\_ if you have any questions. See you soon!