Here is a draft of a welcome pack letter for a new employee or visitor arriving on site at Marshalls PLC in the UK:

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\*\*Welcome to Marshalls PLC!\*\*

Dear [Name],

Welcome to Marshalls PLC! We are delighted to have you join us on site and become a part of our team. We hope you find your time here both rewarding and enjoyable.

To help you settle in, here is some essential information about our site and what you can expect during your time with us:

### \*\*Site Information\*\*

- \*\*Location:\*\* [Insert Site Address]

- \*\*Working Hours:\*\* Our standard working hours are from [start time] to [end time], Monday to Friday. Please check with your manager or supervisor for any specific shift patterns.

- \*\*Contact Person:\*\* Your main point of contact during your initial days on site will be [Name], who can be reached at [Contact Number or Email].

### \*\*Health and Safety\*\*

Your safety is our top priority. Please ensure that you:

- Attend the mandatory site induction, where you will be briefed on all relevant safety procedures.

- Always wear the necessary personal protective equipment (PPE) as instructed.

- Report any hazards, incidents, or safety concerns immediately to your supervisor or the Health and Safety Manager.

### \*\*Facilities and Amenities\*\*

- \*\*Canteen:\*\* A canteen is available on site, providing a range of hot and cold food options.

- \*\*Break Rooms:\*\* Designated break rooms are available for you to relax during your breaks.

- \*\*Parking:\*\* Free parking is available on site. Please use the allocated parking areas.

### \*\*Key Contacts\*\*

- \*\*Site Manager:\*\* [Name, Contact Information]

- \*\*Health and Safety Manager:\*\* [Name, Contact Information]

- \*\*HR Contact:\*\* [Name, Contact Information]

### \*\*Additional Information\*\*

Please bring a form of identification with you on your first day, and ensure you have completed any necessary paperwork prior to your arrival. If you have any questions or need further information, feel free to reach out to the HR team or your designated contact person.

We are excited to have you with us and look forward to working together. Once again, welcome to Marshalls PLC!

Warm regards,

[Your Name]

[Your Position]

Marshalls PLC