

Good Afternoon Mary,

We are excited to get Jordan on-boarded as a part of the ABC Company family! As we approach her start date, I wanted to touch base with you on a few items that we will need from you, along with some things to consider when welcoming Jordan to your team.

Please be sure to let me know what software and hardware Jordan will be needing for her role. I will communicate these items over to IT so that they can begin their on-boarding process. In addition, we would like for you to create a two-week training plan for Jordan. Feel free to incorporate other members of the Engineering Department into this plan, so that Jordan can create connections with the rest of the team, and you all can divide up the training responsibilities. Let me know if you would like to set aside some time for us to partner together on this. Lastly, I will be setting up time with you to go over her first day more in-depth. We will need to discuss items such as what time she should log on during her first day, and what she can expect for her first day. Once we are able to clear her to start, I will email the first day information over to her along with instructions for how to set-up her equipment, which we will mail out to her.

I would encourage you to schedule a welcome call with Jordan when she logs on for her first day. Please be sure to share with her how she can get started on her compliance trainings, and go over her training plan with her. You may go in-depth more on the structure of the organization and your team specifically when talking with her as well. We will have her attend New Hire Orientation that afternoon in order to give her a more broad overview of the company, go over benefit information with her, and IT security items with her.

Please keep in mind that Jordan is an entirely remote employee. This may mean that her training plan could use more structure and intentionality in it than training plans do for on-site employees. More formal introductions may be needed, and we encourage you to have each team member of yours set aside time with Jordan during her first few days to introduce themselves and discuss their role and job duties within the organization with Jordan. We want Jordan to have a well rounded picture of the culture at Speedly soon after her start date, and we believe partnering her with the rest of her teammates will be crucial to the success of that.

Thank you for your time and partnership throughout this on-boarding process. I look forward to connecting further with you, and ensuring Jordan has a warm welcome to the organization.

Austin Simons, PHR  
Human Resources Generalist  
ABC Company