

Biocomplexity Institute of Virginia Tech
Human Resources
1015 Life Sciences Circle
Mail Code 0477
Blacksburg, Virginia 24061



May 17, 2017

Dear Ronald:

Welcome to the Biocomplexity Institute of Virginia Tech!

We are looking forward to your arrival at the institute on **Monday, May 22 at 9:00 am**. Please report to Reception on the second floor and ask for Kim Lyman.

Prior to your arrival at the Biocomplexity Institute, you are encouraged to do the following:

- **Contact Kimberly Lyman, Administrative Services Coordinator.** Kim Lyman will be able to provide information on transportation options to the NCR Institute location and parking at the building. She can be reached at klyman@bi.vt.edu or (571) 858-3100. Please provide her with your name and your start date.
- **Review the documents attached to this email.** Helpful reading includes the "Get Connected" flyer.

Thank you for taking the time to read through this welcome letter and for completing your pre-hire activities to the best of your ability. Please do not hesitate to contact me for additional assistance. For assistance with administrative-related items, please feel free to contact Kimberly Lyman at klyman@vbi.vt.edu.

We are very excited about your pending arrival and hope that this information will be helpful to you as you prepare for your transition to the Biocomplexity Institute of Virginia Tech.

Sincerely,

Kathy Wilkes
Human Resources Assistant
wilkes76@bi.vt.edu
(540) 231-9407
Enclosures