**[TEMPLATE FOR A LETTER TO YOUR NEW STAFF MEMBER]**

[xxx Date]

Dear [xxxx]

Welcome to Harvard! We are excited that you have accepted the position of [xxx position] in [xxx Dept], and we look forward to welcoming you at [xx time] on [xx date] at [xxx address and floor of office].

**On your first day please bring the following documents:**

* Employment Eligibility Verification (I-9 Form) if you haven’t already submitted it
* Documents proving your identity – details found here: https://www.uscis.gov/i-9-central/acceptable-documents
* Tax withholding forms: Federal W-4 and state tax withholding form

**We know you probably have a lot of questions so here are some of the most common questions and answers to help you feel comfortable on your first day:**

* *What do I wear?* [We are business casual on most days, and many of us wear jeans on Fridays.]
* *What are the standard working hours?* [Our standard hours are 9am-5pm with one hour for lunch. Once you get your ID, you can access the building 24/7 if necessary. ]
* *Where do I get lunch?* [We have a lunch room on the floor where you will find complimentary coffee and tea. You are welcome to use the refrigerator, just make sure you put your name on anything that is yours. We plan to take you out to lunch with the team on the first day. There are many wonderful restaurants in and around Harvard Square, and we are happy to share our favorites with you.]
* *Who can answer my questions if my manager is not around?* [We support each other, so please ask anyone on the team.]

Here are some web sites that provide helpful information for your first few weeks:

* For commuting to Harvard: https://hr.harvard.edu/getting-work
* For enrolling in Harvard Benefits: <https://hr.harvard.edu/benefits-enrollment>
* For additional benefits including Training, Tuition Assistance/ Tuition Reimbursement, Gym memberships, Discounted movie and event tickets etc. : <https://hr.harvard.edu/other-benefits>
* For the Staff Personnel Manual: <https://hr.harvard.edu/staff-personnel-manual>

We have put together a schedule for your first week which we will give you on your first day. We have signed you up for the *Getting Started at FAS* orientation session from 9:15-11:30am on [xxx date]. We also encourage you to attend the Harvard-Wide New Employee Orientation where you will learn more about Harvard’s benefits and services. Here is the website with more details: https://hr.harvard.edu/university-new-employee-orientation

We hope you find your work here to be rewarding, challenging and meaningful. If you have any questions prior to your start date, please call or email me. We are so happy to have you as part of our team, and we look forward to working with you.

Regards,

[Manager name]