

WELCOME LETTER TEMPLATE

Dear **[Insert New Employee Name]**,

Let me first say congratulations! It is with great pleasure I welcome you to GW and the Division of Development and Alumni Relations! I am pleased you have accepted our offer of employment and look forward to working together in support of **[school or unit]** and GW.

In your formal offer letter, you'll note you have been scheduled to attend the University's new Employee Orientation on **[start date/time/place]**. Upon conclusion of orientation, please plan to report to me at **[office location or alternative meeting place]**. At that time you will be provided with your **[office/desk/building key/security card (if applicable)]**, new employee welcome materials, and given a tour of your immediate work environment. Our regular business hours are Monday to Friday, 8:30am to 5pm. Dress is business attire and you are encouraged to participate in "Buff and Blue" Fridays when we don GW logo apparel or paraphernalia.

If you haven't already, you should expect to receive additional communications from the University's Human Resources office (UHR) which you should carefully review. Information related to completing your new hire paperwork, obtaining a GWID, GWorld and other resources, will be outlined. Most importantly, we need you to complete your I-9 paper work and create a GW netID, which will be your email handle and the username for all GW system. If you can do this at least 7 days before your start date, it will ensure we can have your accounts and equipment ready on day one.

For details on completing your I-9, please go here: <https://hr.gwu.edu/completing-i-9-process>

Once this has been completed, please go here to create your NetID: <https://identity.gwu.edu/claim/>

WE are Making HISTORY! This is an exciting time at GW as we are racing toward the campaign finish line. If you have any questions between now and your start date, please feel free to give me a call at **202.994.XXXX** or reply by email to xxxxxxx@gwu.edu.

Sincerely,
[Hiring manager]