# Example email from Line Manager to New Starter, please amend to reflect the needs of the role and department

Dear NAME,

Your staff number is XXXXX

I am looking forward to you joining the team on DATE. I suggest on that day you arrive for a 9.00am start and work until 4.30pm. The remainder of the week will be 08.30-4.30pm. Please report to LOCATION on Monday and ask for NAME.

On a practical note, we have a staff kitchen and dining area with fridges, microwave etc. for lunch breaks.  If you prefer there are of course, other areas to eat or purchase food on campus. Please bring your own mug, tea, coffee etc.

A staff car parking permit permits parking in all designated parking areas when they are open (including Riverside) except Car Park A and disabled spaces. If you have not yet purchased or received your staff parking permit, please leave a note clearly stating that you are a new starter and that you are awaiting your permit. Full details of how to collect or arrange your permit will be available as part of your induction. If you plan on cycling to work, there are facilities on site for safe storage of your bike as well as showers to freshen up.

The department does have a dress code (easier to say what not to wear, than what to) – restrictions are on trainers, jeans, and casual t shirts or tops with slogans on, but certainly no requirement for tie or jacket, unless you want too of course.

The team have been informed of your appointment and we are all looking forward to you starting on DAY. If in the meantime you have any other questions, please do not hesitate to contact me directly.

***Please Note:***

***It is essential that you provide us with your Right to Work documents before you can carry out any paid work. If you have not already provided the HR Operations team with these documents, please contact*** [***hr@worc.ac.uk***](mailto:hr@worc.ac.uk) ***to make these arrangements. Without this, IT accounts will not be created for you and can take up to 24 hours to become active. You will need to contact IT Service Desk to gain access to your IT account before your start date (with your staff number).***

Kind Regards,  
NAME