



**VIRTUAL NEW HIRE WELCOME E-MAIL SAMPLE**

Dear (First Name),

Welcome to the County of Riverside! We are so excited that you chose to join our team. Below you will find information on what to expect your first day and some additional helpful information.

**DAY ONE**

(Weekday, Month, Date)

(Time)

(Phone number)

**DRESS CODE (for when they are required to come into office)**

Sample: (Department Name)'s dress code is Business Casual

**MENTOR INFORMATION**

(Name)

(Phone Number)

(E-mail Address)

**SCHEDULE OVERVIEW**

X:00 am – X:00 am	Welcome - Paperwork/New Hire Forms
X:00 am – X:00 am	Introductions & Tour
X:00 pm – X:00 pm	Lunch
X:00 pm – X:00 pm	Equipment & Resources
X:00 pm – X:00 pm	New Role Overview with Manager
X:00 pm – X:00 pm	Meet your Onboarding Mentor
X:00 pm – X:00 pm	Next Steps

## **VPN (REMOTE ACCESS) INFORMATION**

Attach VPN set up Documents

(IT Phone Number in case they run into issues)

## **GET TO KNOW US**

(Link to Department Website)

(Link to Department Organizational Chart)

(Link to County Website)

(Link to HR Website)

(PowerPoint presentation PDF of their new team members – this would ideally contain a slide for each team member that they create themselves. Encourage each team member to add their personality to their slide and provides both professional and personal information. They can also include their MBTI type, Strengths from the Strengths Finder, or any other helpful information that would assist their new team member in getting to know them).

(Attach team directory, so they have phone numbers and e-mail for everyone on their team)

We are so excited to have you start soon – welcome to (Department Name)!

(Your Name)

(Signature Info)