Dear [new hire name],

Welcome to the Nuffield Department of Primary Care Health Sciences, we are really looking forward to you joining the team.

I/XXX will meet you on your first day on DATE. Please can I ask that you arrive for XX am and ask for me/XXX at reception at the XXX building. I/XXX will show you around the building.

You will find [maps to each of our buildings on our website](https://www.phc.ox.ac.uk/about/contact-us). We do not have any car parking facilities at any of our sites. We do have secure bike racks and are close to public transport links. For further information, please refer to the [Transport to and from work in our induction guide](https://www.phc.ox.ac.uk/about/work-with-us/online-induction/your-first-day).

Your contracted weekly hours of work are confirmed in your formal offer and contract of employment. If you have not yet received your contract, do not worry, we aim to ensure this is ready in time for your first day.

There is no formal dress code at the department. You may wish to bring your own mug in with you and any paperwork HR have asked you to provide, such as VISA details, on your first day. You will be provided with your ID card on your first day.

Here is your first-day schedule (THIS IS AN EXAMPLE, PLEASE EDIT AS NECESSARY):

9.00-9.30 am: Building tour and team introduction  
9.30-10.30am: Workstation and IT setup  
10:30-11.00am: Team coffee  
11.00-12.00am: Introduction to role with Line Manager   
1.00-5.00pm: Online induction and mandatory training

If you have any questions before then, you can email me or call me at [direct line number].

Welcome aboard! We look forward to seeing you on XXX.

[Manager signature]