**Generic introduction letter**

**This could be sent as a stand-alone letter or in conjunction with or following contact you make with your new starter 72 hours before they start.**

Dear [add name]

Welcome to [add organisation] and the [add team]. We are delighted you are joining us, and the team are here to help and support you settle in.

To confirm your first day is [add date]. [On your first day, you will receive / I have attached] a timetable for your first week which includes introductions with other team members and allocated time for you to complete your forms and learn more about your role, become familiar with our work and undertake important tasks as part of your induction.

Whilst the whole team are here to support you during this induction period, [add name] will be your buddy for the first few weeks. [add name] will be on hand if you need any support. They will also make sure you have time to talk at the end of your first week to see how things are going and again after that as needed.

Your first introductory meeting with your buddy [via MS Teams/in person] is at [time] on [date].

There is a range of other information that will be shared with you throughout your induction and opportunities for you to ask any questions. If in the meantime, you are curious to find more about health and social care please visit the National Induction for Health and Social Care online learning modules. These can be accessed anytime, and you don’t need a work email address.

If you have any questions before your start date, please do not hesitate to contact me on [add contact details].

Once again, we are excited to have you on the team and hope you are looking forward to your first day as much as we are.

[Add manager details]