

	LOM 6.3 Welcoming the New Employee	
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	Document Manager: John Bowen	Approved By: Jeffrey Nye

6.3 Welcoming the New Employee

6.3.1 Letter from Laboratory Director to New Employee

Example wording:

Dear Mr. Warren:

Congratulations and welcome to the Michigan State Police, Forensic Science Division, Lansing Laboratory. We are delighted that you are joining our organization as a new Forensic Scientist. Your role is critical in fulfilling the mission of our organization.

You will find employee parking located at the front of the lab with easy access to the front door. Your first morning will be spent with Karen Smith, the supervisor of the DNA/Biology unit. She will help you get settled in the unit and show you around our facility. Please report to work at 9:00AM on your first day.

Again, congratulations and welcome to the Michigan State Police. It is a large organization, but at its heart are many dedicated people focused on delivering the best forensic services to the people of Michigan.

If you have any questions before your start date, January 22, 20XX, don't hesitate to call me at, (517) 888-5555.

Sincerely,

(Name)
Laboratory Director

6.3.2 Letter from Unit Supervisor to New Employee

Example wording:

Dear Mr. Warren:

On behalf of the DNA/Biology Unit, I would like to welcome you to the Michigan State Police, Forensic Science Division, Lansing Laboratory. We are looking forward to you joining us as a new Forensic Scientist.

Your scheduled arrival time on January 22, 20XX, is 9:00 AM. In addition to the orientation you will receive from me and the Human Resources Department, I will be assigning you an "onboarding mentor", who will help to ease your transition into the department.

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Your onboarding mentor will be a helpful resource to answer general questions you may have as you adjust to employment with the State Police. If you have any questions prior to your start date, feel free to call me at (517) 322-5555.

Again, Congratulations and Welcome to the Michigan State Police. I look forward to seeing you very soon.

Warm Regards,

(Name)
DNA/Biology Supervisor

6.3.3 Unit Supervisor Email to Staff

Example wording:

Lab Staff,

The DNA/Biology Unit will be welcoming a new Scientist beginning on January 22, 20XX. Please make an effort to extend a warm welcome to Mr. John Warren.

John holds a Master's Degree from Washington University in St. Louis, MO and did his undergraduate work at Michigan State University. John was previously employed at Glaxo Smith Kline for 3 years.

Please give our new staff member your support and cooperation and wish him well here at the Lansing Laboratory.