

Template: Welcome New Employee

Welcome <employee name>,

I am very excited that you are going to join us here at UNLV! Before your first day on campus I wanted to provide some important information and highlight a couple of items for you to be aware of

!ire date"

#chedule"

N# ! \$ 1%"

\$mployee &"

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You may also contact me at Cphone numberD or Cname and numberD for any 4uestions or concerns