



Welcoming a new employee on their first day is crucial for setting the tone for a positive onboarding experience. To assist you in this important task, we have developed a set of email templates that you can use to greet new hires and provide them with essential information for their first day.

These templates are designed to ensure your communication is clear, welcoming, and informative. Please feel free to personalize them to suit your specific needs and organizational culture better.

Location: Technological Institute / On Campus

Subject: Welcome XXX! First Day Information

Hi XXX,

We are thrilled you will be starting with McCormick XXX on XXX! The team is excited to meet you and I am looking forward to helping you get settled into your role. On your first day, please arrive between XXX, at the Tech Building at 2145 Sheridan Road in Evanston. You can come up to room XXX. On the first day we will get you connected to your computer, go over your training plan, and give you an opportunity to meet everyone. If you have trouble finding our office, or need to reach me, please call me at XXX. See you soon!

If you are taking public transportation, you may take the CTA Purple line to Noyes and then head east on Noyes until you reach Sheridan Rd. If you are driving to campus, you should park in the North Campus Garage (<https://maps.northwestern.edu/facility/646>) and they will validate your parking upon arrival. Once on campus, you will want to check in at Tech Building (<https://maps.northwestern.edu/facility/132>) a couple of minutes early.

Once you obtain your Northwestern Wildcard, you will be able to purchase a parking pass at the Transportation & Parking Center (<https://maps.northwestern.edu/facility/648>). 1841 Sheridan Rd, Evanston, IL 60208. Office Hours: M-F 8:30am – 5:00pm. I will walk you through the steps in obtaining your Wildcard.

Don't hesitate to reach out if you have any questions!

Best,

Location: Church Street Office

Subject: Welcome XXX! First Day Information

Hi XXX,

We are thrilled you will be starting in XXX on XXXX! The team is anxious to meet you and I am looking forward to helping you get settled into your role. On your first day, please arrive between XXX at 1007 Church Street in Evanston. You can park at 1718 Oak Avenue. The doors will open automatically. You can come up to the fifth floor and our office is room XXXX. On the first day we will get you connected to your computer, go over your training plan, and give you an opportunity to meet everyone. If you have a tough time finding our office or need to reach me, please call me at XXX-XXX-XXXX. See you soon.

If you are taking public transportation, you can take the CTA purple line to Davis and then head west on Church until you reach Oak Ave. The building will be on your right.

Once you obtain your Northwestern Wildcard, you will be able to purchase a parking pass at the Transportation & Parking Center (<https://maps.northwestern.edu/facility/648>), 1841 Sheridan Road, Evanston, IL 60208, Office hours: M-F 8:30 am - 5:00 pm. I will walk you through the steps in obtaining your Wildcard.

Don't hesitate to reach out if you have any questions!

Best,