**First Day Expectations (FDE) Email Template**

***\*Send to****:* New employee from supervisor. Consider cc’ing team.

***\*When to send:*** After new hire paperwork is assigned (supervisor is cc’d on new hire paperwork email)

\*Please note: Everything highlighted is to be edited appropriately by the supervisor.

Attach to FDE email:

1. Onboarding schedule

**---------------------------------------------------------------------------------------------------------------**

**Subject Line:** Welcome to [division and/or department name] at Colorado College!

**Body:**

Dear [new employee’s name],

Our team is delighted that you are joining as our new [position name]. We look forward to seeing you on [start date].

Below is information and expectations for your first day to help the transition feel smooth and comfortable.

1. **Work Hours:** Office hours are [list times] daily. Please arrive at [time].
2. **Address:** [Building address and instructions on where to go and who they should be expected to meet up with]. \*Consider linking address to google maps :)

If there is any more information you need about building accessibility or location, please tell me.

*Campus Map information:*

* + [PDF Campus Map](https://www.coloradocollege.edu/basics/campus/map/pdf/CC-COM_Campus-Map-11x17_2022.pdf)
  + [Interactive Campus Map](https://www.coloradocollege.edu/basics/campus/map/)

1. **Dress Expectations:**
2. **What to Bring:**
3. **Onboarding Schedule:** Attached is your onboarding schedule for the first [1 week/two weeks]. Once you’ve reviewed the schedule, please let me know if you have any questions or concerns.
4. **Where to Park:**
5. **Local Transportation Options:** Colorado College offers free alternative methods of transportation, such as the Mountain Metro Transit. For more information about bus routes, you can visit [Mountain Metro Transit.](https://coloradosprings.gov/busroutes?mlid=8426)

If you have any questions, you are more than welcome to email me at [email] or call me at [direct line number].

We look forward to working with you!

Sincerely,

[Your name]