**Welcome to the Team**

### *If everything has gone well so far (pre-screen, interview and reference check) you are ready to welcome your new team member into the family! You also want to use this opportunity to tie up any lose ends and organise any documents/set ups before their start date.*

### *Complete the below once the Reference Check has been done:*

### *Ask the General Manager to update the new staff members Contract of Employment and email it to them.*

### *One contract has been signed by all parties, email the below information and organise a date and time for their induction training 1 week prior to their start date.*

**EMAIL SUBJECT**: Welcome to the team!

“Welcome to the team x !

We would like to officially welcome you to the (insert name of business) family! 

To get you started on your walk and talk journey I have attached some documents that will help move the process along. There is information that we have to have before your start date, so the sooner the better! No pressure!

**About your role**

You will be based in (enter location) and if you let me know what days and hours you prefer to work, I can set your calendar up and start booking your clients! We work on x days from x AM to x PM.

We can also set up your calendar to have regular breaks in between your session e.g. 15min or 30 minutes or simply have a lunch break spot. We leave this preference up to you as you know what works best with your style of therapy!

Finally, we still have to do your induction training so please let me know a date / time that works for you so we can set this up.

**Forms to complete**

* *List any forms that you need completed before starting and attach them to this email e.g. new therapist form or formal location related practicing information*