

Hello!

My name is NAME, and I'm the JOB TITLE for the Utah State Courts. We are excited to welcome you to the team! I'm writing to provide some details about your first week and to share some information for you to review before your first day. We have an entire HR team here to assist you throughout your employment. To learn more about HR and what we do, please [meet the team here](#).

You will find more details in the enclosed checklist and [here on our website](#). As you will see, you'll have plenty of time to review all the necessary information. You will meet with your hiring manager or supervisor to discuss your first steps regarding your position, parking, building access, workstation, training, etc. If you haven't heard from your hiring manager or supervisor, please feel free to reach out to them to confirm logistics ahead of your first day (arrival time, parking, attire, what to bring, etc.).

Before you start, we encourage you to read the enclosed checklist, which includes essential information regarding company benefits and policies. If you have any questions before your arrival about the items on the enclosed agenda, please feel free to email me, and I'll be more than happy to help you.

Welcome aboard! 🎉 We are happy to have you on the team.