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| To Manager: Fill in information in all areas with brackets in blue. Dear [add name here],Welcome! We are so happy that you will be joining our team. You have been hired for the [position title] position in the Department of Medicine (DOM), Division of [division name], which encompasses employees from the **University of Pittsburgh,** **UPMC,** and **University of Pittsburgh Physicians (UPP).**University of Pittsburgh, UPMC, and UPPare distinct organizations that work together to advance healthcare, education, and research. Although they work together, each has separate business centers, including Human Resources. Regardless of which organization your position is housed, you will need to know the following: * HR will provide instructions regarding your first day of orientation.
* Your first day in our division will be [Day of Week, Month Day] from [0:00] am – [0:00
* Our office is located at [Street Address, City, PA Zip], in the [building name], (suite or office #)
* You will meet (point person) at (add specific location) at (time)
* **Please note - I-9 Paperwork must be completed within 3 days of your start date.** This documentation is required by the Federal Government to verify your identity. Please look for an email from Human Resources with further instructions and documentation needed.

Here is some additional information that will be useful: * **Dress Code:** (I.E.) Business casual
* **Parking or Bus Routes:** Please see attached for more information.
* [Add information regarding kitchen amenities and facilities here]

We are happy to have you join us! Call anytime if you have questions about how to get started in your new position!  (Manager name)(Managers Title/Position)(Manager phone #)(Manager email address) |  |