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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 your new position will be [Day of Week, Month Day] from [0:00] am – [0:00] pm ET
* Your position is remote. For your record, our office is located at [Street Address, City, PA Zip], in the [building name], (suite or office #)
* You will virtually meet (point person) on (MS Teams or ZOOM) at (time ET
* I will work with IT to coordinate the delivery of your equipment.
* **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:** Business casual while in virtual meetings
* Please be prepared to have your camera on while in virtual meetings.

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) |  |