Dear (name):

Welcome to Texas State University! Your employment as a (job title) in the (name of department) will begin on (date).  Please add relevant information regarding where your new hire is to report on Day 1 – include parking, building, room number.

Your New Employee Welcome (NEW) is mandatory and will take place in two parts:

 **NEW I:**  Human Resources staff will explain your employee benefits and help you complete your new hire paperwork. This will take approximately 2.5 hours. Please bring:

* Social security numbers, birthdates and addresses for yourself and dependents

Please register through the [NEW website](https://www.hr.txstate.edu/New-Employee-Welcome/orientation-training.html).  This step is critical to ensure you receive the e-mailed invitation from the NEW I team.  NEW I will be held via Zoom conference beginning at **9 a.m.** on (date).  The NEW I team will e-mail you important documents including a printable, temporary parking permit.

 **NEW II:**  This session is held the second Friday of each month via Zoom from 8:30 a.m. to 10:30 a.m. NEW II  includes an overview of Texas State history and culture, important information regarding Title IX on campus, and details on numerous benefits and opportunities associated with employment at Texas State. An email will be sent to you the week of your NEW II session with your Zoom link and more information.

We look forward to seeing you on (date).  Please feel free to call me at 512.245.#### or contact Human Resources at 512.245.2557 if you have any questions.

Sincerely,

(your name)

(your title)

