



Welcome to _____ !

Welcome, we are happy you have joined our team!

We want to ensure you get off to a good start so an onboarding program has been designed to provide you with the training and resources you require. In addition, we have set-up meetings with key stakeholders and colleagues.

Our Employee Handbook has been emailed to you for your review on your first day. The Policy Handbook includes information about our organization, our security procedures, and the employee programs we provide. Please read through the Handbook carefully and speak with your Supervisor regarding any questions you may have. After reading through the policies, you are asked to sign and return the Employee Acknowledgement Form.

We also ask that you review the [Employment Standards Act Poster](#) as per compliance requirements in Ontario.

Attached you will find other forms to complete and return:

- Employee Information Sheet
- Provincial Tax Form
- Federal Tax Form

You can use the following link to know more about how to complete the tax forms:

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/educational-programs/starting-work.html#lbn-b-modal>

Please provide us with the following documents. They will be kept securely in your employee file and only those requiring access for HR or Payroll purposes will have access.

- A copy of your government-issued photo ID
- A copy of your SIN card/number
- A void cheque or Direct Deposit Form from your bank for direct deposit set-up

At the 90-day mark, the following will take place:

- A Probationary Performance Review will be completed
- Benefits Enrollment
- RSP Enrollment
- Opportunity to join/use _____ (specify)

If you have any questions, or if there is anything we can do to support your onboarding process, please don't hesitate to let us know.

Sincerely,
