



Executive Branch Onboarding Procedure

Template Welcome Letter from Manager/Supervisor

[THIS DOCUMENT SHOULD SERVE ONLY AS A SAMPLE COMMUNICATION. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD, OR PASTE THE BODY OF THE MESSAGE INTO AN EMAIL COMMUNICATION. ADJUST AS NECESSARY TO ACCOMMODATE THE NEEDS OF THE AGENCY. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.]

[DATE]

Dear [EMPLOYEE NAME],

Welcome to the Commonwealth of Kentucky and the [AGENCY]! We are pleased that you are joining our team. Our human resources office will be in touch to provide other employment and onboarding information, but I'd also like to take the opportunity to help prepare you for your first day. Below are details pertaining to your employment, followed by information for your arrival.

• Agency name:	[NAME]
• Job title:	[TITLE]
• Start date/time:	[DATE] & [TIME]
• Location:	[ADDRESS]
• Arrival instructions:	[WHERE TO PARK/ENTER/WHO TO ASK FOR]
• What to bring:	Two forms of identification. List of acceptable documents is attached. [OTHER]

[DESCRIBE WHAT THE EMPLOYEE WILL DO THEIR FIRST DAY.]

If there's anything I can do to help you make a smooth transition into your new role, please let me know! My contact information is provided below. If you have any HR related questions, you're welcome to contact [HR ADMINISTRATOR NAME], our HR Administrator, directly at (XXX) XXX-XXXX.

Again, welcome to the [AGENCY]! We look forward to seeing you soon.

Warm regards,

[MANAGER/SUPERVISOR NAME]

[EMAIL]

Office: (XXX) XXX-XXXX

Cell: (XXX) XXX-XXXX

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

This list is comes from page 4 of the current USCIS Form I-9 Employment Eligibility Verification.