



Welcome to Glen-Pre-Induction Letter

Employee Support
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Dear

Date:

Welcome to Glen!

Thank you for choosing to join Glen. We are pleased to welcome you to the team and look forward to working with you.

Our induction programme has been designed to help you settle into your new role with confidence, providing you with the information, training and support you need to get started.

To make your introduction to Glen as straightforward as possible, we have provided links to a number of important documents and short training videos.

We ask that you take some time to read the documents and watch the videos before your induction day. This will give you a better understanding of Glen, our working practices and what you can expect during your induction.

The following documents and training videos are available for you to review:

- Offer of Employment
- Job Description
- Time & Attendance Pinning
- Pay Date Information
- Employee Handbook
- Glen Induction Videos
- Safeguarding Policies
- Cleaning Methods and Tasks



- All of the above can be obtained by clicking on this Link [Welcome to Glen Group | Glen Group](#)
Alternatively, you can scan the QR Code

On your induction day, please remember to bring with you your Right to Work documents for us to check during your induction – we have attached the Right to Work Document Checklist to confirm which documents are accepted.

Your Induction will take place at.....On.....

We look forward to meeting you soon and welcoming you as part of the Glen Family.

If you have any questions, please email us at employeesupport@glengroupltd.com

Kind regards,

Business Improvement Director

Prepared By	Reviewed By	Approved By	Version 6
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