**WELCOME LETTER TO THOMAS HOSPITAL**

Dear

On behalf of the employee selection team, we're very happy to welcome you to St. Thomas Hospital as our newest Physician's Assistant (PA). We know that you will find the work challenging, while personally and professionally fulfilling.

The doctors you will work with as a PA are as excited as we are, and are looking forward to having you serve in this crucial role on the team. They have been short on PAs for quite a while and feel the void keenly.

With the hectic pace at the hospital and the unknown patient service numbers on any given day, I'd like to meet with you prior to your start date so that we can cover some basic information you'll need to get started. Our human resources (HR) generalist, Kaitlin Law, whom you met while interviewing, would like to sit in on this meeting to share benefits information, the employee handbook, and other orientation necessities.

I'd like to share the on-the-job training that we have planned for you so that you can learn our procedures and approach to patient care. At the end of this letter, you'll find login information for our employee wiki, in which you'll be able to familiarize yourself with the procedures and training we will begin with.

One of our other PAs, Sarah Swift, who works in the department you will be assigned to, has volunteered to serve as your mentor while you acclimate and become comfortable in your new role. She will meet with you on your first day at the hospital to go over the basics.

We understand that many new employees use the time between the end of their former job and the start of their new job as a time for vacations and personal business. We completely understand if you are not available for this meeting. If you are, however, the transition will go more smoothly. Please call or text so we can set a date if you are available. My cell is 714-221-3245.

Sincerely,