

To: Grace Oliver <goliver@gmail.com>

From: Rudolph Oliver <orudolph79@gmail.com>

Subject: Welcome to Marietta Regional Youth Detention Center

Grace,

I'd like to welcome you to Marietta Regional Detention Center. Congratulations on being a part of our team. We are excited that you have accepted our job offer. I hope that this email finds you mutually excited about your employment with our company.

You will report to me and I'd like to welcome you to Marietta Regional Detention Center on behalf of all the staff. Each of us will play a role to ensure your work development the department. On your first day of employment, you will meet with me to discuss your successful integration into our company and with Human Resources staff to learn about employment related issues. Our dress code will consist of our facility uniform.

You will be given an itinerary for the day which will include meetings and lunch. Your new team will assist you with discussing the operations of the company. You and I will set up some work goals and expectations that will be conducive for your new role.

If you have any questions concerning your expectations for your role at Marietta Regional Detention Center, please let me know via email or phone. We look forward to having you on our team.

Rudolph

Rudolph Oliver |Captain

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