

Your first day at work



Dear *(name)*,

Welcome to *(name of organisation)*

Your first day will be: *(date of first day of work)*



The address of the office is:



If you need to, you can call *(name of person)*



The closest train station is:

The closest tram or bus stop is:



Make sure you get to the office at 9.00am.



You will finish at 5pm.

Your first day at work



Bring your bank account details.



Bring your tax file number.



NAME	TYPE	STATUS	AMOUNT
1. ANZ Superannuation	Superannuation	Active	1,234.56
2. NAB Superannuation	Superannuation	Active	2,345.67
3. CBA Superannuation	Superannuation	Active	3,456.78
4. Westpac Superannuation	Superannuation	Active	4,567.89
5. AMP Superannuation	Superannuation	Active	5,678.90
6. Qantas Superannuation	Superannuation	Active	6,789.01
7. Virgin Superannuation	Superannuation	Active	7,890.12
8. Jetstar Superannuation	Superannuation	Active	8,901.23
9. QantasLink Superannuation	Superannuation	Active	9,012.34
10. Virgin Australia Superannuation	Superannuation	Active	10,123.45

Bring information about your superannuation.



Bring your lunch. You can put it in the fridge.



You can also bring money to buy lunch and coffee.



We are looking forward to working with you.



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