

# 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.

1. Worker's Tax File Number	2. Name	3. Date of Birth	4. Tax File Number (TFN)	5. Address	6. Postcode	7. Phone Number	8. Email Address
1. 1234567890	John Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	john.doe@work.com
2. 1234567890	Jane Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	jane.doe@work.com
3. 1234567890	John Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	john.doe@work.com
4. 1234567890	Jane Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	jane.doe@work.com
5. 1234567890	John Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	john.doe@work.com
6. 1234567890	Jane Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	jane.doe@work.com
7. 1234567890	John Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	john.doe@work.com
8. 1234567890	Jane Doe	1/1/1980	1234567890	123 Main Street	12345	0412 345 6789	jane.doe@work.com

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.



[www.valid.org.au](http://www.valid.org.au)