

Welcome to Our School!

Dear [Substitute Teacher's Name],

We are excited to have you join our team as a substitute teacher. Please follow the instructions below to ensure a smooth onboarding process:

Onboarding Instructions:

1. **Complete the Required Paperwork:** Please fill out the attached forms and return them to the HR department by [Due Date].
2. **Attend Orientation:** Join us for an orientation session on [Date] at [Time]. This will cover school policies, emergency procedures, and resources available to you.
3. **Review the Substitute Teacher Handbook:** Familiarize yourself with our policies and procedures. The handbook is attached to this email.
4. **Access the Online Portal:** Create your login for the online portal at [Portal Link]. Here you can find lesson plans and class schedules.
5. **Contact Information:** If you have any questions, please reach out to [Contact Person's Name] at [Contact Person's Email] or [Phone Number].

We appreciate your commitment to providing a quality learning experience for our students. Looking forward to working with you!

Best regards,

[Your Name]

[Your Position]

[School Name]

[School Phone Number]