



Congratulations on the new job!

1 message

Pamela Hutton <pamela.hutton@hikens.com>
Reply-To: Pamela Hutton <pamela.hutton@hikens.com>
To: [Redacted]
Cc: michelle.kerns@hikens.com

Thu, Dec 16, 2021 at 12:26 PM

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Dear Tina,

Thank you completing and signing your Employment Agreement. All your submissions have been verified and approved. All conditions have been removed from the job offer and is now considered official. We are thrilled that you decided to pursue your career at Hikens.

Please introduce yourself to your supervisor via email. Use the baseline instruction below:

1. Send email to michelle.kerns@hikens.com
2. With the subject "Introduction"
3. Use the following template as the body of your email:

Full Name: _____
 Preferred phone number: _____
 Status: New employee
 Position: Local Hub Coordinator
 Supervisor: Michelle Kerns

Once you've connected with your supervisor, you can expect to receive job training manual from your supervisor soon.

Your supervisor is a treasure trove of both knowledge and experience. Use their expertise to your advantage and learn as much as you can during your probationary period.

Here's your supervisor's direct phone number in case you need to get hold of them immediately for any urgent matters:
(213) 528-3510

Welcome aboard!

Pamela Hutton

Swanstone Corporation
HR Department

Phone: (213) 528-4375