

Harpreet Singh

Date: 14 July 2026
Our Reference: SSS/4B74651B
Document Type: Letter

Dear Harpreet Singh,

We are pleased to welcome you to HRHeaven QA Sample Employer as an Operations Assistant. This letter provides a summary of the arrangements for your employment commencement and outlines key information to help you prepare for your first day with us.

Your official start date with the company is set for 14 July 2025. We have completed the necessary right-to-work checks to ensure your eligibility to work, and preparations are underway to provide you with the required equipment and access to carry out your role effectively.

Marcus Green has been designated as the responsible person to oversee and complete the remaining aspects of your starter setup process.

The key employment setup procedures are actively being managed to enable a smooth transition into your new role. Your right-to-work documentation is fully verified, while your equipment provision and access arrangements are planned and scheduled to be ready for your first working day.

Marcus Green will continue to manage any pending items related to your starter setup to ensure everything is in place and any queries are addressed promptly.

Please review this summary and inform us if you require any further clarification or assistance.

Prior to your start date, we will confirm that all your equipment and access are ready.

On your first day, you will be welcomed by your line manager and introduced to your team and workspace.

Should you have any questions before your first day, please feel free to reach out.

We look forward to having you onboard and supporting you as you begin your role with us.

[Employer representative name]



LETTER DETAILS

Employee
Harpreet Singh

Role
Operations Assistant

Case type
Set Up New Starter Checklist

Reference
HRA-4B74651B



KEY DATES

Completed
14 July 2026

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer