

Daniel Okoye

Date: 14 July 2026
Our Reference: WL/DD9CA567
Document Type: Letter

Dear Daniel,

We are delighted to welcome you to HRHeaven QA Sample Employer as our new Senior Backend Developer. We look forward to you joining our team and contributing your skills and expertise.

Your official start date is set for 16 May 2025. You will primarily be based on-site at our Front of House, The Harbour Hearth, Whitby location. You will be part of a small Front of House team responsible for breakfast and evening services, including split shifts during summer weekends.

Your manager will be Owen Patel, who will oversee your onboarding and support you as you settle into your role.

We have completed the key pre-start requirements including your contract issuance and manual right-to-work document check. You have confirmed receipt of your signed contract and provided your passport for verification, which has been reviewed in accordance with our Starter Induction and Right-to-Work Verification Procedure (found in our internal HR file).

Onboarding Plan

Action	Owner	Due Date	Evidence Required	Status
Confirm right-to-work check	HR	16 May 2025	Right-to-work record	Open
Prepare equipment and access	Line manager	16 May 2025	Access confirmation	Open
Schedule first-day induction	Line manager	16 May 2025	Induction plan	Open

To ensure you have everything you need from day one, preparations have been made for your workspace and equipment access. Your system accounts and uniform are being arranged to be ready for your first day.

An informal handover has already taken place with the outgoing supervisor, and you have received some ad-hoc training on the booking system while covering shifts.



LETTER DETAILS

Employee

Daniel Okoye

Role

Senior Backend Developer

Case type

New Starter Onboarding

Reference

HRA-DD9CA567



KEY DATES

Completed

14 July 2026

Owner

General Manager (S. Baines)

Your onboarding checklist has been submitted, and your manager appreciates your cooperation despite timing pressures ahead of the peak weekend period.

The General Manager, S. Baines, will coordinate finalising any outstanding access arrangements and uniform supply in collaboration with HR and relevant suppliers.

Please be aware that your first-day setup reminder was due on 15 May 2025. To ensure a smooth start, this setup will be reviewed again on 23 May 2025 to confirm all access and equipment requirements are fully met.

Ahead of your start, please reach out to Owen Patel if you have any questions or need further information about your role or workplace. You will also receive an introduction to the team and guidance on your initial training plan once you begin.

Prior to issuing this letter, a final check will be made to confirm all right-to-work verifications and IT access requests are complete.

We look forward to seeing you on 16 May 2025 and supporting your success in your new role.

General Manager

Yours sincerely,
For and on behalf of HRHeaven QA Sample Employer

Attachments: Onboarding plan