

NEW EMPLOYEE NOTIFICATION

This notice serves as verification that _____
has been employed by Mid-Ohio Psychological Services, Inc effective
_____.

Your orientation to employment will be under the direction of the Administrative
Coordinator and your immediate supervisor _____.

Please make sure you complete all payroll paperwork by the close of your first day of
employment and return to the Administrative Coordinator.

The staff of Mid-Ohio would like to welcome you to our agency. Please feel free to
contact your supervisor, the Administrative Coordinator, or Executive Director should
you have any questions or concerns regarding your employment with us.

Signature of Employee

Date

Agency Representative

Date

New Employee Notification