



600 High Point Lane – East Peoria, Illinois – 61611 – (309) 694-9200

March 1, 2010

Employee  
Street  
City, State Zip

Dear Employee,

Welcome to the Alliance Library System! We are delighted that you have accepted our offer and will be joining the ALS team! Enclosed in this packet are a few tools designed to make your transition easy and more comfortable. You will find a listing of area restaurants/food sources nearby and a map with directions to the facility and directions where to park.

On your first day, Monday, March 1, 2010, please dress business casual and park in front of the building. Your manager will give you a tour of the building in the morning and human resources will be meeting with you for your orientation in the morning after your tour.

Your new team anticipates taking you out to lunch to get to know you and to ensure you meet with those with whom you will be working.

Again, welcome to the team. Should you have any questions, please do not hesitate to contact me. We look forward to working with you.

Best Regards,

Department Manager  
Alliance Library System  
600 High Point Lane  
East Peoria, IL 61611

Enclosures