

Dear New Employee:

I'd like to welcome you to GRD Construction. We are excited that you have accepted our job offer and agreed upon your start date. I trust that this letter finds you mutually excited about your new employment with GRD Construction.

I'd like to welcome you to the team on behalf of all the staff. Each of us will play a role to ensure your successful integration into the company.

We're expecting you for new employee orientation, which the date will be provided to you shortly. You will meet with one of the management team, to discuss your successful integration into our company and learn about employment related issues.

Please be advised on a construction company, we take pride in being safe and expect all employees to feel and act safe on all of our sites. If you have any issues or questions, please feel free to contact the safety officer. If you have not done so yet, please provide copies of all tickets to the safety officer.

Again, welcome to the team. If you have questions prior to your start date, please call me at any time, or send email if that is more convenient. We look forward to having you come onboard.

Regards,

Bobby Janjua
President of GRD

Danielle Sagmoen
Safety Officer of GRD

Also please find enclosed in our new employee package paperwork that needs to be filled out and sent back to the office. It can be personally delivered, faxed or scanned and email in.

Package includes:

- This letter
- Employment agreement
- 2 Tax forms
- Loa form
- Drug and alcohol policy
- Employee's responsibility form
- Acknowledge of vehicle operations
- Worker health and safety orientation check list
- Health and safety orientation test