



## Template – Email for Supervisors to Introduce New Employees to the Legal Kiosk Project

Hello [New employee],

As part of your training for your new role, I want to give you some background information on the Legal Kiosk that we host as part of the [Legal Kiosk Project](#). The Kiosk is a computer designed to offer the public easy and free access to find legal information, connections to legal aid providers, and more.

Your understanding of how to use it and refer people to it is an important part of what makes it an effective tool.

I gave your contact information to our friends at the Legal Kiosk Project, part of [Legal Services State Support](#). Please keep an eye out for an email from them with instructions on next steps for your training.

Please let me know if you have any questions.

Thanks!

[Supervisor]