**SAMPLE EMAIL**

Dear [New Academic],

We are excited and very fortunate to have you joining our team!

If you haven't already, you will be receiving an email from our onboarding coordinator, <insert name of onboarding coordinator here>, with your employee (UCID) number and a link to the Onboarding [web page](https://www.ucalgary.ca/hr/training-development/onboarding) and follow step one (Seven Onboarding Essentials) and step two (Role-specific Onboarding Checklists).

[Include the next sentence for individuals relocating to Calgary]

For resources and information to assist in getting settled in Calgary, please visit [Moving to Calgary](https://www.ucalgary.ca/hr/training-development/onboarding/new-calgary).

Please plan on arriving on [Month, Day] and meeting [XXX] at [HH:MM] on the [#th floor of the YYY building].

We look forward to your arrival. Please feel free to contact me with any questions you may have.

Regards,

[Manager]

[Cc: onboarding coordinator name]