**SAMPLE EMAIL**

Dear [New Employee],

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

To ensure everything is ready on your first day of work, please visit 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) to begin your onboarding activities. The onboarding checklist contains information to assist you both before you start and after you arrive, including instructions on registering for an IT account (which will also be your email account) and eID (which will provide access to the university's intranet, the myUofC Portal). This process will require your UCID (Employee ID) number, which is: [xxxxxxxx].

Once you have received your IT username, please 'reply all' to this email and confirm the IT username/email that was assigned to you. This information is required in order to setup access in other university systems prior to your first day.

[Include the next paragraph if alternate onboarding contact exists]

I am copying [onboarding coordinator's name] on this email as they will be your first point of contact for all onboarding activities. If you have any questions or issues as you complete the tasks on the Onboarding Checklist, please feel free to contact them.

[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).

Finally, on your first day, please meet me at [Time] on [Date] at [Place]. [Enter some brief details of what their first day will look like]. Please feel free to contact me with any questions you have.

Best regards,

[Manager]

[Cc: onboarding coordinator]