**SAMPLE EMAIL**

Dear Dr. [SLT Staff Member's name],

Navigating the processes and systems required to get up and running in your new position can be complex. My role as onboarding coordinator is to facilitate that process for you. I will be working closely with you and your Department to ensure that you are set up and ready to work as close to your start date as possible and I will be your primary contact person through this process.

Please go to the [SLT Onboarding Checklist](https://www.ucalgary.ca/hr/training-development/onboarding) to assist you in Getting Prepared before you arrive, and then Getting Started after you arrive.

Your office is to be located [enter office number, building].

Your office will be equipped with standard furnishings (desk, chair, storage items, telephone, etc.). If you require any specialized items, please let me know.

Again, welcome to the Senior Leadership Team and please let me know how I can be of assistance.

[Onboarding Coordinator name]

[President/Provost/Dean's Office

[Contact Info]