**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). The onboarding checklist contains information to assist you both before you start and after you arrive.

Please make note of your UCalgary UCID: (XXXXXXXX).

An important first step of your UCalgary onboarding is to go to the [Just Joined](http://www.ucalgary.ca/hr/just-joined) page and register your IT account. This will provide basic access to the university's HR system, referred to as the my.ucalgary.ca portal.    
If this is not completed before your start date, it could result in delays to some of your access.   
Please complete this step as soon as possible.

[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]