Dear <new staff member’s name>

Welcome to The University of Leeds and <department name>. I’m very pleased that you have accepted our job offer as <new staff member’s job title>. I'd like to welcome you to <department name> on behalf of all the staff. We will all play a role to ensure your successful integration into the department.

We have arranged a personalised induction programme to introduce you to the department. Later on, arrangements will also be made for you to meet with other University colleagues [and partners from external organisations if appropriate].

On your first day of work, please report to:

Contact name:

Location:

Time:

Contact details:

Please don’t forget to bring <necessary documents> with you.

You will meet with me to discuss your role within the department and to go through the formalities. You’ll also meet with several colleagues so you can get a feel for the overall work of the department.

On your first day, you are invited to head for lunch with your team on campus to allow you the opportunity to meet everyone you’ll be working with and ask any questions. Your agenda for the rest of the day will involve you meeting with me to discuss your induction programme and to begin to set some initial work goals so that you feel immediately productive in your new role. We will then talk about what you would like to discuss further and put some plans in place for any additional training you’d like or feel you need.

[If a buddy has been allocated, introduce ‘buddy’]

The Staff and Departmental Development Unit (SDDU) also has some excellent induction web pages to help you with your induction into the University. These can be found at: <http://www.sdduonline.leeds.ac.uk/>.

Again, welcome to the team. If you have questions before your start date, please call me at any time, or send an email if that is more convenient. We look forward to you joining us.

Best wishes,

<Manager’s name>

<Manager’s title>

<Manager’s contact details>