# Dear **<< Insert new starts name >>**

We are delighted that you will be joining us on **<< Insert start date >>** and look forward to welcoming youto the **<< Insert work area name >>** within Queen’s University. Please report to <**< Insert location >>**, at **<< Insert time>>** and ask for **<<Insert person>>.**

Enclosed you will find some information to help you get settled in:

* A campus map and/or directions to **<<Insert location>>**
* A copy of the **<<Insert work area name>>** Organisation Chart
* An outline of the Induction Programme that I hope will help you to settle in as soon as possible. This programme will provide you with the key information that you will need about the School/Department, the University and your new role here. Everyone in the department was new at some point, so be assured we will all try to help orientate you over the next few weeks.

You may also find some useful information on our website at **<< Insert work area web site address >>**.

I have arranged for **<< Insert colleague(s) name(s) >>** to be your ‘buddy’ during your induction and they will have lunch with you on your first day. I hope this is acceptable to you.

I you have not already done so I would ask that you bring any outstanding documents to People and Culture Department, Level 4, Administration Building prior to your start date. This will allow your staff card to be issued on our first day.

I look forward to meeting you again on **<<Insert date>>**; in the meantime, if you require any further information, please do not hesitate to contact me.