

Template for welcome email for new employees at ENVS - must be adapted in each individual case

Subject field: Welcome to the Department of Environmental Science, Aarhus University

Dear [name]

Welcome to your new job / internship / guest stay [insert relevant wording] in [insert unit], Department of Environmental Science (ENVS), Aarhus University.

Arrival on your first working day

On your first working day on [insert date] **I/we will** ask you to meet at [insert time]. You must contact the gate keeper at Frederiksborgvej 399, 4000 Roskilde - see attached instructions to find your way. The gate keeper will take a picture of you for your access card. The card will be made while you wait, so you need to set aside 15 minutes for this. If the gate keeper is busy, you will be able to pick up your card later in the day or the next day.

When you arrive at ENVS buildings you will be picked up at the main entrance by [insert name], who will take you for breakfast with your new colleagues in the section. [Not mandatory, but recommended]

You've got a buddy

To ensure that you get the best start on your new job, you have been assigned a buddy for the first few months of your employment.

Your buddy can help you feel comfortable and answer practical and social questions. Your buddy is [insert Buddy name].

Introductory program [Optional – only use it if an actual program has been created]

So that you can get to know us as quickly as possible and get started with your work tasks we have made an introductory program for you. Here you will find the main description of your first weeks at ENVS. There may be adjustments in the program. The program is attached.

Your AU ID and email address

In connection with your employment, you have been assigned an employee number / AU ID:

AU ID:

Head of section:

Supervisor:

Head of Department: Carsten Suhr Jacobsen

Section:

Period:

E-Mail: You will at some point receive an email from "No-reply, Aarhus University" with instructions on how to change your temporary e-mail address at <https://mit.au.dk/index.cfm?sp=en>

Profile picture and introductory text

We really want to make sure that your new colleagues get to know you as soon as possible. We would therefore like to welcome you to our intranet site. If you have the opportunity, you are therefore very welcome to send a well-liked photo and a short text in English about who you are, where you come from, what you have to work with at the department and who you have to work with. If you do not have the opportunity, we will do it once you have started.

Information about your new workplace

On your first day you will have access to a leaflet with a lot of useful information about ENVS and working with us. Once you have started, you can also find out more about us on our intranet

<https://envs.medarbejdere.au.dk/en/>

If you have any questions before joining, please feel free to contact **me/us.**

We are looking forward to welcoming you.

Yours sincerely

[Insert name, position] (head of section and possibly supervisor + buddy)