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| [Name and address] |
| Welcome to Aarhus University |

Dear [name],

Welcome to your new job at [insert unit/department/school], Aarhus University.

Your first day at work is the [insert date], and we/I would like to ask you meet us at [insert address] at [insert time]. Your new colleagues will be there to meet you and we will have breakfast together. When you arrive, please ask for [name of the person who will welcome the new employee].

We want you to get the best possible start at your new job, and therefore you have been assigned a Buddy who will help you during your first few months here. Your Buddy will help you settle in and can answer any questions about practical matters or social life in the unit/department. Your Buddy is [insert name of Buddy]. In order to help you settle in professionally, you have been assigned a mentor who is familiar with the assignments within your area, and who can support and guide you during your first few months. Your mentor is [insert name of mentor].

In order for you to get to know us as quickly as possible and get started on your tasks, we have put together an introductory programme for you. Here, you will find an outline of your first weeks at the university. Adjustments to the programme may occur. The programme is enclosed.

At our website [www.staff.au.dk](http://www.staff.au.dk), you can find useful information for employees at AU. We especially recommend that you take a look at the [website for new employees](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/newemployeeatau/). Here, you will find information which can help you during your first few months at AU.

If you have any questions before you start, you are very welcome to contact me.

We look forward to welcoming you.

Best regards,

[Insert name, job title]