SUPERVISOR TOOLS

RESOURCES TO BUILD SUCCESS IN THE WORKPLACE

CENTRE FOR THE ADVANCEMENT
OF CO-OPERATIVE EDUCATION

WELCOME LETTER

Dear [Student's name],

Welcome to [Name of Organization] and the [Department Name] team! We are delighted to have you join us for the next [four/eight] months as a [job title].

The information in this package is designed to serve as an introduction to [Department Name] and provide resources that will help you make a smooth transition into your role. Attached you will find a department organizational chart, job description, key contacts, work templates, and lots of other information that will help you to become familiar with [Department Name].

It is my pleasure to welcome you to [Department Name]. [Please enter other important information here such as start date, time, reporting location, etc.].

If you have questions, or need additional information, please feel free to ask.

Best regards,

[Name]
[Title, Department]
[Name of Organization]
[Phone Number]
[Email Address]