Department, Division
Unit etc
Officer, Title

*Date* XX XX 20XX

*Recipient*
Xxxxxxx
Xxxxxxxx
XXX XX Xxxxxxxxxx

# Proposal for a welcome letter from the workplace to a new employee

The text below is a general template to be used as support and a point of reference when writing a welcome letter on behalf of the workplace (department, division, etc.).

## A warm welcome to our team

We are pleased and excited about working with you, and we hope that you will like it here.

Your employment will begin on 3 of August 2022 at 8 o’clock and your workplace will be located at Professorsgatan 23 in central Lund. The notification concerning your employment will be sent to you by post.

Anna Andersson will be responsible for your introduction. She will help you get started with your work, and make sure that the practical issues that concern you are in order. Anna will contact you shortly and inform you about the plan for your introduction. She can be reached at anna.andersson@department.lu.se or via telephone 046-222 00 01.

You will also receive information about the terms of your employment and salary when you start, but if you have any questions at the moment, please feel free to contact the human resources officer at our department. His name is Lars Svensson and can be reached at lars.svensson@institutionen.lu.se or via telephone 046 222 00 02.

On X of November, the faculty will host an introductory meeting for new employees. The Dean, the Head of the Faculty office and representatives from the Occupational Health Service and Human Resources will be there to provide you with general information about our activities and answer questions. Lund University will also host a separate university-wide introduction day on X October. Please note both of these dates.

Take the opportunity to familiarise yourself with our website www.lunduniversity.lu.se, particular under the heading ‘Staff website’, where you will find answers to frequently asked questions concerning your employment at Lund University.

With this letter, we have included some brochures containing further information about our activities that you may find useful. If you have any further questions, please feel free to contact Anna or myself directly.

Yours sincerely,

Head of Department