**SAMPLE EMAIL (International Postdoc)**

Dear [New Postdoc],

We are excited and very fortunate to have you joining our team!

If you haven't already, you will be receiving an email from the Postdoctoral Program Office that will provide you with relevant information about the Postdoctoral Program at the University of Calgary. [INCLUDE THIS SENTENCE IF THE CANDIDATE IS FROM OUT OF CALGARY OR OUT OF COUNTY] Information related to immigration, working in Canada and Living in Calgary will also be provided.

Someone from my department will be in contact with you to provide you with additional information as your start date approaches.

Please feel free to contact myself, the Postdoc Office, or our departmental onboarding coordinator with any questions you may have.

Regards,

[Supervisor]