

Appendix D: Sample Memorial Navigator Email

To: *New Employee*
From: *You the "Memorial Navigator"*
Subject: Welcome to Memorial University *or specific unit/faculty*

Dear *Name*,

Welcome to Memorial University's *unit/faculty/school*. We are excited that you will be joining us on *MM/DD/YYYY*.

I will be your Memorial Navigator. Navigators assist new employees at the university get settled into their new roles. I will show you around, answer any questions you may have and serve as a resource over your first few weeks.


Let's begin by meeting for lunch on *MM/DD/YYYY*. I can come and meet you at *00:00*. You can either bring your lunch from home or I can show you a few places where you can purchase your lunch on campus.

Please send me an email to confirm that you are available to meet at the above time. If you have any questions between now and then, feel free to email or call me at *709-XXX-XXXX*.

Looking forward to meeting you!

Sincerely,

Your Name



IF YOU WOULD LIKE THE WORD VERSION OF
THIS TEMPLATE, PLEASE ACCESS THE HR
FORMS IN THE MY.MUN PORTAL UNDER THE
EMPLOYEES TAB