 



**Welcome Email to Faculty**

New faculty or even old faculty that are returning from summer break can all use a welcome back. To get everyone started off on the right foot use this short and sweet template to welcome everyone back for the new term and let them know about all the resources available to support their success.

# Welcome Email

Welcome {Name of Instructor} –

To get you started off this semester I want to give you some information and resources you can use to get-up to speed on your course.

Attached is a Course and School Information Sheet that contains information about the course(s) you will be teaching and important school contact numbers and information.

You can also find training videos and more resources at supportateverystep.com. Whether you choose to go through the full training series or just use the Quick Prep Guide this is a great place to go if you are stuck and have a question at 2am.

If you have any questions do not hesitate to ask. I look forward to working with you this {term/semester}.

Best,

{Your name}

