{Date}

Dear [Name]:

Congratulations on your new role and welcome to the University of Minnesota community! You are joining a remarkable place. Founded in 1851 as the state’s land-grant institution, the University of Minnesota is one of the most comprehensive public research universities in the United States. Our 26,000 statewide staff and faculty serve a student body of nearly 50,000 and the University ranks as the sixth largest employer in Minnesota.

The (insert department name/Center) is a part of the Academic Health Center (AHC), which is home to six colleges and schools and a number of research centers committed to addressing critical health issues. Our mission is to develop and sustain a world-class academic health center, where health sciences schools collaborate to improve health across Minnesota and around the world, to find new treatments and cures for illnesses, and to train the next generation of highly qualified health professionals.

Enclosed is your offer letter which includes the specific terms and conditions of your employment including your background check, I-9 verification, benefits, and other informative links. Please take the time to carefully review the materials presented, explore the links, and ask questions. Sign up for one of our New Employee Welcome sessions to meet other new employees and have your picture taken with our mascot, Goldy!

Working at the University of Minnesota and in the Academic Health Center is a truly unique experience. We look forward to what we can discover together!