

SAMPLE: Faculty Advisor Welcome E-mail

Dear <<Student Name>>,

My name is <<Your Name>> and I am your newly assigned Faculty Advisor in the <<Department Name>> department. I look forward to working with you until graduation.

It is important that we meet at least once each semester to discuss your goals and check in on your progress towards achieving them. Of course, we will also discuss remaining requirements and options for completion. I want to be a resource to you as you complete your education and transition to life after college.

You can make an appointment with me by...

I expect you to prepare for our meetings by doing the following...

Important things to know about me, the major, the department include...

Again, welcome to the <<Department Name>> department. We have so many opportunities I can't wait to share with you. I look forward to working with you.

Sincerely,

<<Your Name>>