

Attached: [Induction booklet] [Passport / One Page Profile / C.H.L.O.E.]

Good morning,

My name is [___], I'm [Job Role / Team] at [Location]. We've been advised that your induction/orientation is on [date], from [start and finish Times]. Please arrive at [Specific Location – e.g., X-Ray Main Reception].

Attached is our induction booklet which provides information about the different departments, their structures, and shift times.

You will also find attached a blank [C.H.L.O.E. form / One Page Profile / Health Ability or Placement Passport], and guidance for filling this in. This is your opportunity to let us know about your specific goals, challenges, reasonable adjustments, care commitments, or any other information that can help us support you. Once you have completed the form, please reply to this email and attach the form, and I will reach out to confirm support where needed. If you have [an Occupational Health report / Workplace Needs Assessment report (from Access to Work) / Placement Support Plan in place from your university], please also share this if you feel comfortable doing so. Any information you provide will remain confidential unless you give specific consent for us to share this with members of the wider team.

If you would prefer to arrange [an orientation to the area prior to your start date / a pre-placement visit], to familiarise yourself with the department, discuss your support, and answer any questions you may have, please let me know in a reply to this email.

Setting up your IT access: [link or email address]

Booking in your [Computer System] Training: [link or email address]

If you have any questions or concerns, please don't hesitate to get in touch with me or with the team at [shared inbox email address].

We look forward to seeing you soon!