

# HOST CONFIRMATION AND PARTICIPANT INTRODUCTION LETTER/EMAIL

This template can be used to introduce hosts to the participant who will participate in a career development experience at the host site. This email should be sent by the managing organization staff member who will serve as the point of contact for the host supervisor that will work most closely with the participant(s). Any other host staff who need to be kept in the loop should be copied on this email.

- Attach the “About Me” profile to let hosts know a bit more about participants before the first day.
- Send this communication before providing a participant with their host site information, to sort out any miscommunication or additional needs/questions on the host’s end that may affect a participant’s placement.

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Dear [host contact name],

I’m reaching out from [managing organization] to introduce myself as your [point of contact/role title]. I will serve as the primary point-of-contact for you and your participant over the course of the career development experience. Thank you for serving as a guide and mentor in this valuable experience!

I am delighted to announce that your participant will be [participant name]! [Provide a quick note about participant (year in school, program enrolled in, etc.).] [She/He/They] are very excited to join your team and I have attached a profile with some additional information about your participant. Please feel free to forward this information along to the rest of your team to introduce [participant name] before their first day of work!

As a reminder, [participant name] will work from [start date] to [end date], on [days of the week] from [start time] to [end time]. [Add in any additional scheduling notes here.]

Action items:

- Complete a host orientation: [Describe the process for hosts to complete an orientation with your managing organization (in-person meeting, event for all hosts, phone call, link to a recording or training, etc.). Note any orientation resources you’re attaching, i.e. the [host orientation presentation](#), [host guidebook](#), forms, etc.]
- Prepare for your participant’s first day: Determine where their workstation is and any orientation to be completed or introductions that need to be made so that they become more familiar with your site. [Note any first day resources you’re attaching, i.e. the [participant orientation at host site checklist](#), etc.]
- Communicate onboarding needs: Please share any special instructions that I can pass along to your participant before the first day. [Confirm arrival address, check in procedure, and any identification paperwork or other requirements that must be completed before the start date.]

Thank you again for providing this valuable professional development opportunity. I look forward to working with you this year! Please don’t hesitate to reach out with any questions or needs.

Best,

[Managing Organization Staff Member  
Contact Information: Email and Phone]