# Шаблон Welcome Letter для ИС

Тема сообщения: Welcome Letter from HSE Study Manager

Dear (student`s name),

Welcome to Higher School of Economics, Moscow! My name is \_\_\_\_\_ (your first name and last name) and I will be your Study Manager during your stay at our university.

As your Study Manager I will be managing your study plan (adding and deleting courses), assisting you on using HSE corporate systems (such as LMS and student e-mail) and providing support on general study issues.

My contact details are:

\_\_\_\_\_\_\_\_\_\_ (e-mail address),

\_\_\_\_\_\_\_\_\_\_(phone number),

My office is located on \_\_\_\_\_\_\_\_\_(your office address),

Visiting hours are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should you have any questions please do not hesitate to ask.

Best regards,

(your name)