## Sample email template for internal contacts to use with employers

## Adapt the sample email text as needed.

Dear [employer],

My colleague [insert name] (in cc) is working to enhance our career development offer to postdoctoral researchers and is keen to meet employers interested in [insert concise ask, for example taking part in a panel discussion regarding the key career pathways in the pharmaceutical sector / sharing their insights into their high-level skills needs / having a ‘fireside chat’ about their career with a group of postdocs]

Is this something you might be interested in, or do you know of any colleagues you think might be interested?

We envisage it would be [insert level of commitment, such as a half hour chat in first instance / an hour-long panel followed by Q&A] and the benefits of attending would include [insert any benefits of taking part].

Many thanks,

[name]