



The University of Alabama at Birmingham

Chalker Group INTRODUCTION E-MAIL TO CANDIDATE

Good Morning!

For the past several years, we have engaged Chalker Group to facilitate transitions for key faculty candidates and their spouses. Chalker Group has been a tremendous resource in helping candidates and their families get to know Birmingham and the opportunities they will find here.

I write to introduce you to Barbara Burton and _____ (copied on this email) of Chalker Group. _____ will be in touch to introduce you to Chalker's service and schedule a brief call with you in advance of your visit.

Please make an effort to dedicate 15-20 minutes to speak with _____ in advance of your visit.

Sincerely,