Dear XX

In continuation of your employment as a PhD scholar, I would like to take this opportunity to wish you a warm welcome and inform you that I will be your employee representative.

As your employee representative, I can offer you advice on your employment conditions, e.g. salary, maternity/paternity leave and other situations impacting your employment here with us.

You are welcome to contact me for support and guidance in difficult situations. For example in connection with a sickness absence interview, collaborative problems or if other difficulties should arise. I will also be negotiating your salary – first in connection with hiring and thereafter in connection with the annual salary negotiations.

I am the link between DM and the employees who are members of DM, and I work locally to ensure and improve the members' salaries and working conditions here at the institute. Centrally, DM works to improve both collective and individual interests, through collective bargaining, lobbyism and the Danish Confederation of Professional Associations (Akademikerne), etc.

DM specifically focuses on PhD students’ conditions and the challenges they may face during the course of their PhD studies. I enclose a folder with advice and guidance for PhDs.

You can also get an overview at dm.dk/phd

Yours sincerely

Name and contact details