ファーストコンタクトメール参考例

JETプログラム任用団体マニュアル

**【お願い】**

ｃｃに、下記私学財団JETサポートのJET専用アドレスをご入力ください。

**shigaku-jet@shigaku-tokyo.or.jp**

Dear ○○○○,

 I hope this email finds you well.

Welcome to the JET Programme! This is from <学校法人名等> to quickly inform you of some information regarding pre-departure preparation.

Firstly, we will send you a set of documents including your “Notice of Appointment” and “Employment Terms and Conditions” once they are ready. Please confirm the contents as soon as you have received them, and send us inquiries in case you have any questions or concerns.

Secondly, we suggest that you start looking for a place to live in Tokyo as soon as possible. We have CCed this message to Shigaku Zaiden, an affiliate organization of Tokyo Metropolitan Government, so that they can help you with pre-departure preparation. Please read their emails carefully, and respond to them accordingly.

**Furthermore, we would appreciate if you could promptly confirm which of the following points are applied to you and reply to us accordingly.**

1. I will come to Japan with my spouse and/or a child/children (hereinafter referred to as “dependent(s)”) and live with him/her/them. (Number of dependent(s): )
2. I will come to Japan by myself first, then my dependent(s) will arrive later, at which time I will live with him/her/them. (The number of dependent(s): )
3. I will come to Japan by myself without dependent(s).
* If a JET participant is bringing dependents, it is necessary for them to apply for a passport and visa as well. Once we receive your response, we must report to CLAIR via Shigaku Zaidan. To this end, please inform us of the name(s) of your dependents, relationship to you, gender, date of birth, nationality respectively, and the name of the Embassy or Consulate General of Japan that each dependent will submit their application to.

(For more information, please refer to “General Information Handbook” issued by CLAIR.)

We are all looking forward to meeting you soon and having you in our school!

Warmest regards,

署名