## SAMPLE WELCOME LETTER / EMAIL

**SAMPLE #1 (Be sure to spell out all acronyms and replace items in** RED **with specific details):**

SUBJECT: Welcome to your first day at [Directorate Name]

Dear [Mr./Ms. New Employee Name]:

On behalf of the [Directorate Name], welcome. I look forward to meeting you.

As your sponsor, I am here to help you get settled on your first day, show you around, answer any questions you have and serve as a resource over your first few weeks. [Include date/time/location of your initial meeting.] In the meantime, please let me know if you need directions or have any questions about your first day.

You can reach me via email or telephone at [Contact Information].

Best regards,

[Sponsor Name]

## SAMPLE WELCOME LETTER / EMAIL

**SAMPLE #2 (Be sure to spell out all acronyms and replace items in** RED **with specific details): :**

SUBJECT: Welcome to [Directorate Name]

Dear [Mr./Ms. New Employee Name]:

Congratulations on your new position with the [Directorate Name]! We are excited that you will be joining us for your first day on [MM/DD/YYYY].

I am your sponsor to welcome you to the Army family as well as to ensure your transition goes as smoothly as possible. I will be communicating with you in the weeks leading up to your first day to discuss your needs and answer any questions you have.

[Paragraph describing yourself – how long you have been with the Directorate, an overview of the organization’s mission, work center, any relevant experiences, and any personal information you want to share.]

On your first day, I will meet you after you have completed in-processing at the Civilian Personnel Advisory Center and escort you back to our workplace. I will be introducing you to key personnel at our office, assisting you with in-processing activities, familiarizing you with local resources, and helping you in any way I can. I am available to meet you for lunch if you would like, to discuss your first day experiences. I will contact you closer to your start date to provide important first day logistics.

I am here to ease your transition into the organization. Please feel free to contact me if you have any questions. You can reach me via email or telephone at [Contact Information]. Again, welcome to [Directorate Name]. I look forward to meeting and working with you.

Best regards,

[Sponsor Name]