

Enclosure 2: Welcome Letter Template

Welcome Letter Template

[Joint Base Myer-Henderson Hall Letter Head]

[Month DD, YYYY Date]

[Mr/Ms. First Name I. Last Name]

[Address]

[City, State, Zip]

Dear [Mr./Ms. Last Name],

On behalf of the Soldiers, Civilians, and Family Members of the United States Army Installation Management Command (IMCOM), I welcome you to the United States Army Garrison – Joint Base Myer - Henderson Hall (JBM-HH) family.

We are absolutely delighted that you are joining us as a [Job Title of New Team Member]. JBM-HH [Staff Element] is [provide brief description of Staff Element]. We think you will enjoy being a part of our great organization.

I have designated [Mr./Ms. Name of Sponsor] to assist you in making a smooth transition into your new role. [S/he] will contact you shortly to help guide you through your first days and weeks here.

We look forward to serving with you. I am sure your time with us will be exciting, challenging and rewarding – both personally and professionally.

Once again, welcome. It is great to have you on board.

Sincerely,

[Name of Supervisor]

[Title]