**REPLY TO**

**ATTENTION OF**

**SAMPLE SUPERVISOR WELCOME LETTER**: DELETE THIS RED SAMPLE INTRODUCTION SECTION BEFORE SENDING. ALSO, BE SURE TO SPELL OUT ALL ACRONYMS AND REPLACE ITEMS IN [RED] BELOW WITH SPECIFIC DETAILS.

Dear [First Name of New Employee]:

Welcome to the [Organization Name (e.g., Division, Branch, Section, Unit)] team! I am delighted you are joining us as a [Job Title of New Employee]. Your role is critical in fulfilling both the [Organization Name] and Army mission. After in-processing through the Civilian Personnel Advisory Center (CPAC), you will report to me in your new position. On behalf of the entire staff, I'd like to be the first to welcome you to [Organization Name]. All of us will work together to ensure you have a smooth transition into the team.

As you plan for your new role with the Army and our organization, I assigned an individual from my team, [Sponsor’s name], who will serve as your sponsor. [He/She] will answer questions you may have prior to your first day and arrange to escort you to our organization after in-processing at the CPAC. [Sponsor’s First Name] contact information is [Sponsor’s email and telephone contact Information]. [She/He] will contact you soon to provide some information and resources to help facilitate the transition into your new role. [Sponsor’s First Name] and I will guide you through your first days and weeks here.

To expedite your physical and computer system access, you will need a Common Access Card (CAC). If you do not already have a Department of Defense (DoD) CAC, you will need one issued to you shortly after completing in-processing through the CPAC. I encourage you to contact the Real-Time Automated Personnel Identification System (RAPIDS) site most convenient to our location [enter local/close RAPIDS site information] to schedule an appointment to be issued a CAC. You should select an appointment date/time 2 to 4 days after in-processing through the CPAC. You can reach the RAPIDS appointment scheduler at this link: <https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx>. You will need two forms of identification (i.e., social security card, license, passport, etc.) to have a CAC issued to you. The full list of acceptable identity documents is available here: <http://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf>. Please ensure you bring these items with you.

Again, welcome to the team—we look forward to working with you and growing together. We are a proud, high performing team and I know your contributions will add to our future successes.

If you have questions prior to your start date or need additional information, don’t hesitate to contact [Sponsor’s name] or me. You can reach me via email or telephone at [Supervisor’s email and telephone contact Information].

Best regards,

[Supervisor’s Name]

[Supervisor’s Title]

Copy to: [Sponsor’s Name]